

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人数募集

海兵隊 民間人人事部

How to Apply (応募方法)

- When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスターBuilding 495 に設置されている履歴書投函箱で受付しております。

- Email submissions (メールで履歴書を提出する場合)

Submit to mcipac_chro_jn_empl@usmc.mil に提出

- Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO#を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

- Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below. 求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

- Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLC/IHA 雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to:
mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール
mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

Announcement No. 45-24		
PWO #: 271	Position: Athletic Instructor #15, BWT-1, Grade-5	
IHA F/T Permanent	Number of position(s): 1	Location: ASP2
Organization: MCB Camp S. D. Butler, MCCS Div, Business Ops, Retail Ops Program, Taiyo Golf		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 26 Mar 24
<p>Task List: As the Head Golf Instructor, the incumbent manages the golf development program which includes driving range complex, practice facilities, and the golf instruction program. Responsible for the direction and scheduling of driving range operations. This includes providing training and enforcing policies set forth for the driving range and golf instruction. Works directly with the Director of Golf to plan, coordinates and executes all teaching programs to promote golf for all market segments of our customer base. Formulates and executes a comprehensive golf instruction program for beginning, advanced, lady, and junior golfers. The work requires ability to use club analysis software, launch monitors, and provide video lessons. Develops comprehensive lesson programs for individual, groups, and clinics. Maintains ongoing golfer development programs and coordinates with other staff golf professionals to manage instruction schedules and reporting data. Assists retail operation by offering custom club fitting and demonstrates clear knowledge of club dynamics, new technology, and equipment options to improve performance. Communicates with the front staff on teaching schedules and adjustments daily. Serves as a point of contact for Marine Corps Youth Activities, DODDS, and Single Marine Program (SMP) to organize golf instruction clinics and activities for youth. Works with units and encourages player development programs for young Marines and Sailors on Okinawa. Creates positive connections with local golf organizations to encourage good relations that strengthen the US/Japanese alliance while creating golf opportunities that benefit Marines and families. Assists the Director in providing data and metrics on all programs. Provides information to assist in annual budgeting requirements. Assists the Director in identifying the need for and developing specifications for new construction, expansion, renovation, equipment, and technology. Provides input on capital replacement items. Assists with daily golf operations including opening/closing, POS, Daily Activity Reports (DAR), inventory, property, honorary membership, tee sheet management, MCCS reporting, and financial reports. Must have a good knowledge of Microsoft Office applications, Word, Excel, and Power Point. Assists the Director of Golf and Operations Manager in coordination and officiating of all tournaments. Serves as a Rules Official and assists in enforcing local rules of play, safety, and codes of conduct. Assists the Pro Shop Manager by performing club fitting and minor club repair. Assists Pro Shop Manager with Demo Days and maintains an understanding of new product launches and club technology. Gains proficiency in golf programs, Visage, GHIN, Golf Genius, Rec Track, lightspeed and new programs that are a part of golf operations. Performs other duties as assigned</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Ability to communicate with patrons in both English and Japanese. (LPL-3) 2. Must have excellent customer service skills to build positive relationship with customers. 3. Must have good knowledge of Microsoft Office applications, to include Word, Excel, and Power Point. <p>Qualification Requirements</p> <ol style="list-style-type: none"> 4. Ability to develop comprehensive lesson programs for individual, groups. 5. Able to gain proficiency and wiliness to learn new technology and apps new technologies and apps such as Visage, GHIN, Golf Genius, Rec Track, lightspeed and new programs that are a part of golf operations. 6. ability to use club analysis software, launch monitors, and provide video lessons. <p>Note: Please specify golf coaching experience if any</p>		
<p>Work Schedule- (Sat-Wed): 0900-1800 for Sat & Sun, 1000-1900 for Mon-Wed</p> <p>Note: Schedule may also vary based on the time of year (daylight) and support for special events.</p>		
<p>Required documents/提出書類 :</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー <p>注 : 以上の資格証のみを提出してください</p>		

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.