

**U.S. MARINE CORPS  
CIVILIAN HUMAN RESOURCES OFFICE  
Camp Smedley D. Butler, Okinawa**

<http://www.mcipac.marines.mil/MCIPAC/CampButler/CHRO/MLCIHAAnnouncements.aspx>

Announcement No. **60-13**

Date: 20 Sep 13

**POSITION VACANCY ANNOUNCEMENT**

**Eligible employees** who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email ([chro\\_jn\\_empl@usmc.mil](mailto:chro_jn_empl@usmc.mil)). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、資格条件を確認の上、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）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。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（[chro\\_jn\\_empl@usmc.mil](mailto:chro_jn_empl@usmc.mil)）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #: <b>098</b>	Position title: Child Development Program Trainee, #8, BWT-1, Grade-2 Child Development Program Assistant, #9, BWT-1, Grade-3 Child Development Program Technician, #10, BWT-1, Grade-4	
<b>IHA F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB, Camp S. D. Butler, MCCS Div, Family Care Br, Youth & Teen Program Sec		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>30 Sep 13</b>
<b>Summary of duties:</b> The primary function of this position is to provide appropriate specialized developmental care and instruction for children, youth and teens in the Child, Youth and Teen Programs Branch. Serves as a team member with responsibility for operation of the activity and program in accordance with applicable regulations, established standards and procedures. Relays instructions from the supervisor, makes activity assignments, and initiates work in accordance with the daily activity plan. All events planned will meet the physical, social, emotional, and cognitive needs of youth and teens. Daily schedules will reflect activities that stimulate and sustain participant interest and promote positive youth and teen interaction with other youths, teens and adults. Assists youth and teens with special projects, homework, and life skills. Plans and coordinates parent involvement activities and encourages parents to participate (if applicable). Seeks input from parents to serve as a resource when possible. Prepares and implements options for youth and teens with special requirements (e.g. disabled, disciplinary problems, learning disabilities, and gifted). Recommends changes and adjustments to activities and plans to meet unusual situations associated with the needs of youth and teens, when necessary. Observes and evaluates participants' developmental level and record progress.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Must be able to speak, read and write English (LAD-2 or above).</li> <li>2. Must have a high school diploma.</li> <li>3. Must Child care work experience (one year or more).</li> <li>4. Available to work at various shifts.</li> <li>5. Background check must be conducted and cleared.</li> </ol>		
<b>Remarks: Determination of level will be made by management at the time of selection.</b>		
<b>Required documents</b> <ol style="list-style-type: none"> <li>1. USFJ Form 196aEJ</li> <li>2. Questionnaire</li> <li>3. Copies of certificates/licenses</li> <li>4. Marine Corps Vacancy Announcement Application Form</li> </ol>	<b>必要書類:</b> <ol style="list-style-type: none"> <li>1. USFJ Form 196aEJ</li> <li>2. 質問表</li> <li>3. 免許証・終了証のコピー</li> <li>4. 海兵隊募集広告応募用紙</li> </ol>	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。