



Civilian Labor Affairs Office
Combined Arms Training Center, Camp Fuji
United States Marine Corps
Gotemba-City, Shizuoka-Pref., Japan



[Job Posting Site/求人掲載先](#)

Date: 10 JUN 2026

キャンプ富士空席広報

CAMP FUJI – MLA/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/#ln-programs-camp-fuji>

ATTENTION

2026年4月15日より履歴書が新しくなりました。 Application form has been updated as of 15 Apr 2026.

空席広報番号 Announcement No. : 005-26		PWO #: FUJI-26-PWO-006
職名、職番、給与表、等級、語学能力 Job Title, Job No, Basic Wage Table, Grade, Language Proficiency Level: 福利厚生プログラム補助職 MWR Program Aid #224, BWT-1, Grade-3, LPL-2		
部隊 Activity: SMP, Athletics, MCCS Camp Fuji Branch		
募集人数 No. of recruitment: 1	雇用の種類 Type of Employment: <input type="checkbox"/> MLA <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定期間 Limited Term 年月日まで Not to exceed 雇用期間の延長・短縮の可能性あり Term may be extended or shortened	勤務場所 Location: 富士宮舎地区 静岡県御殿場市 CATC Camp Fuji Gotemba, Shizuoka
募集範囲 Area of Consideration: <input checked="" type="checkbox"/> 現MLA/IHA従業員 (通勤圏内) Current MLA/IHA employees within commuting distance <input checked="" type="checkbox"/> 現MLA/IHA従業員 (国内全域/但し転居費用は自己負担) Current MLA/IHA employees (Japan-wide/Relocation costs must be borne by the individual) <input checked="" type="checkbox"/> 外部応募者		募集締切日 Closing date: 採用が決定するまで Open until filled

Off-base applicants

職務内容 Summary of Duties:

The incumbent supports and assists the Single Marine Program (SMP) Coordinator with organizing multiple Community Relations Programs with the Military and Local National Communities in the area. The work requires ability to communicate in fluent English, (read, write, and speak), to organize multiple community relations programs with the Military and the local national communities in the area.

SMP Assistant duty:

Acts as a source of information of the activities of the SMP.

Assists the coordinator in arranging for necessary supplies, transportation, venue reservation, and services to accomplish the preparation and execution of scheduled SMP activities.

Assists in planning and development of short and long-range SMP calendars.

Provides feedback and recommendations to the SMP Coordinator on customer inquiries into equipment and events being conducted.

Attends SMP council meetings.

Administrative/Clerical duty:

Prepares various reports such as weekly/monthly/quarterly activities, participants and volunteer counts.

Reviews outgoing correspondence for accuracy in format, grammar, punctuation, and spelling ensuring that all necessary supporting documents or enclosures are attached.

Maintains sign-in rosters and activity patron counts.

Performs weekly preventive maintenance inspections on the Semper Fit facilities. Submits service tickets/work requests to the appropriate authorities for repair and maintains a maintenance log.

Works on computer to create flyers/notices for customers in Japanese/English using Microsoft Excel, Word, and PowerPoint.

Completes the Daily Activity Report (DAR) and prepares money for deposit.

Athletic Program duty:

Monitors the operation of the reception, ensuring appropriate customer service is provided to all the patrons.

Assists customers and operates cash register if necessary.

Issues/receives/inventories sports/outdoor recreation gear.

Assists staff as needed; translates instructions/information as needed to Japanese employees.

Assists in ensuring all facility rules and regulations are being adhered to.

Assists or independently opens and/or closes the facility.
Maintains the overall appearance and cleanliness of the recreation center.

Assists in organizing various sports tournaments ensuring the program meets the requirements of a diverse population.

Prepares after-action reports for all events and other reports as required by the Athletic Director.

Janitorial:

Cleans fitness equipment, field equipment, facilities, light fixtures, appliances, restrooms, furniture, sporting equipment, outdoor recreation equipment, vehicles and other items as directed by management. Operates pressure washer as needed to clean walkways, bathrooms and other areas which require additional methods of cleaning.

Ground maintenance:

Assists in preparing playing fields and courts for various recreational sports programs. Operates mowers, weed eaters, and field maintenance equipment as needed.

Other duties:

Operates MCCA vehicles to transport volunteers/patrons to various locations as needed or assigned.

Performs other related duties as assigned to support operations.

資格要件 Qualifications / Licensing Requirements:

- 普通自動車免許（必須）を保持していること。公用車運転免許を取得し、保持できること。
- 英語及び日本語で日常会話や文書で基本的なコミュニケーションできる能力。（LPL-3 以上が望ましい）
- 応急処置訓練、心肺蘇生法、AED、応急手当のトレーニングに参加し合格できること。
- 年一回、現金取扱者訓練と1年ごとの継続訓練を完了できること
- 夜間、祝日、週末を含む、変則勤務が可能であること。
- 長時間立つ、歩く、手を伸ばす、20キロ以下の物を単独で、またそれ以上の物は、補助を受けて持ち上げ、及び運搬できること。
- Must have a Japanese regular driver's license and be able to obtain and maintain a GOV license.
- Ability to speak read and write both Japanese and English (minimum LPL-2 level for English, LPL-3 is highly desired)
- Must be able to attend and pass CPR, AED and First Aid training.
- Must complete Cash Handling Training Course before handling funds and attend a Refresher Course once per year.
- Must be able to accommodate a flexible work schedule including evenings, holidays and weekends.
- Must be able to perform prolonged standing, walking, reaching, lifting and carrying objects up to 45lbs independently and objects over 45lbs with assistance.

勤務時間 Work Schedule:

勤務時間：10:00-19:00 勤務日：木一月 休憩：14:00-15:00

業務の必要に応じて勤務時間帯は変更になる可能性があります。

Work hours: 10:00-19:00 Workdays: Thursday-Monday Recess: 14:00-15:00

Work schedule may change depending on program needs.

提出書類 Required documents:

1. 履歴書 USFJ FORM 196aEJ—PERSONAL HISTORY STATEMENT

リンク(<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/#ln-programs-camp-fuji>)の

「Camp Fuji Staffing, Recruitment & Classification」のプルダウンメニューを開くと、求人募集の下に応募用紙が掲載されています。ファイルを開いたらそのまま入力するのではなく、一度ファイルをPCに保存してから保存したファイルへ入力してください。

USFJ FORM 196aEJ—PERSONAL HISTORY STATEMENT is available from the ‘Camp Fuji Staffing, Recruitment & Classification’ drop-down menu in the link above. Before filling out the form, please save the file to your computer first, then enter your information into the saved file.

2. 必要とされる所有資格等のコピー Copies of the required certificates/licenses

3. 英語能力を証明する書類のコピー Copies of English Proficiency Certificates

※外部から応募の方は提出方法が異なりますので下記の応募方法をご覧ください。

The submission procedure for Off-base applicants differs; please refer to the application instructions below.

応募方法 How to apply:

(現MLA/IHA従業員 Current MLA/IHA employees)

MLA/IHA求人募集に応募される方は下記のメールアドレスへ 提出書類を添付し提出をお願い致します。

We are encouraging applicants to submit the required documents via email to the email address below.

履歴書提出先メールアドレス Email Address: FUJI_JN_STAFFING@usmc.mil

- Eメールにて履歴書を提出する際の大切なお知らせ Important Notice about the e-mail submission.
 - Subject件名には、必ず職種名と募集広告番号を明記してください。
E-mail subject must contain “**Job Title**” and “**Announcement No.**”
 - 添付書類はPDF（3個以内）で、Zip File等に圧縮せずに提出お願いします。
Submission is limited to 3 PDF files, do not zip the files.
- 印刷した履歴書提出の場合は CLAO 人事事務所（キャンプ富士、建物番号 140、122 号室）にて受け付けいたします。
Printed documents are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.
- 募集要項に記載の必要書類のみご提出ください。
Submit ONLY required documents listed in the announcement along with your application.
- 締切日：履歴書は締切日の16:30までにCLAOに提出して下さい。不備のある書類は受付できません。
Deadline: required documents must be submitted to CLAO, no later than 16:30 after the closing date.
Incomplete applications will not be processed.
- 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。空席が埋まり次第

書類は適切に処分いたします。

Only successful applicants will be contacted for an interview after the document screening.

Submitted documents will not be returned. They will be appropriately disposed of after the vacancy is filled.

- お問い合わせはキャンプ富士民間人人事部（軍電224-8383）または、上記履歴書提出先Eメールアドレスまでご連絡ください。

For more information, please call the Civilian Labor Affairs Office at DSN 224-8383 or email the address above.

(外部応募者 Off-base applicants)

外部応募者は「独立行政法人 駐留軍等労働者労務管理機構(エルモ)」のHPをご確認いただき、そちらに掲載されている必要書類を作成後、**エルモ座間支部**へ提出いただきますようお願いいたします。

Off-base applicants should refer to the website of the Labor Management Organization for USFJ Employees, Incorporated Administrative Agency (LMO), complete the required documents listed there, and submit them **to the LMO Zama Branch by mail**.

語学能力級

LANGUAGE PROFICIENCY LEVEL (LPL)

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MLA/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 MLA/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.