



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



Vacancy Announcement/求人広告

Date: 23 JUL 2025

## CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/>

<b>Announcement No. :</b> <b>013-25</b>		
<b>PWO #:</b> FUJI-25-PWO-014	<b>Position title:</b> <b>Supervisory MWR Program Aid#0343, BWT1-4, LPL-2</b> 福利厚生プログラム補助職（監督） #0343、基本給表1、等級4、語学力2	
<b>Type:</b> Permanent 常用 IHA 基本労務契約	<b>No. of position 募集人数:</b> 1	<b>Location 就業場所:</b> CATC Camp Fuji キャンプ富士 (静岡県)
<b>Organization 部隊:</b> MCCS, CATC Camp Fuji, MCIPAC キャンプ富士、福利厚生部		
<b>Open to 求人募集範囲:</b> Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 現MLC/IHA従業員でキャンプ富士通勤圏内に在住する方、もしくは自費 にて通勤圏内へ移住できる方。		<b>Closing date 締切日:</b> Open until filled. 採用が決定するまで
<b>Summary of Duties 仕事内容:</b>  The primary function of the position is to assist the Athletic Director and Assistant Director to manage the day-to-day operations of MCCS athletic facility and to provide supervision to subordinate employees as one of the Athletic Complex Managers in the facility.  Supervisory duties: Supervises assigned IHA employees for day-to-day operations, ensuring world-class customer service is provided for all patrons. Allocates work to all recreational, maintenance and janitorial staff including NAF and contract workers during the assigned shift in the facility, ensuring facility is maintained in a proper condition.  Plans, organizes, assigns, and assesses the work of subordinate employees.  Prepares and posts employees' work schedules at least thirty days in advance and approves/disapproves leaves and monthly timecards for the subordinate IHA and MLC employees.  Advises and counsels subordinates to improve their work performance and recommends necessary trainings.  General duties: Monitors the operation of the reception, ensuring appropriate customer service is provided to all the patrons. Assists customers and operates cash register if necessary.		

Responsible for the general maintenance and upkeep of the fitness center, recreational field/courts and other ancillary properties, and submits service tickets/work requests to the appropriate authorities for repair and maintains a maintenance log.

Performs monthly and quarterly preventive maintenance inspections on the facilities, equipment, and recreational fields/courts, ensuring the proper condition and safety of the facility.

Ensures that accurate daily deposits of the activities cash receipts are made to the military-banking facility.

Prepares, collects, reviews, and submits reports and conducts inventories with checklists as required to support front-line operations.

Provides feedback to the supervisor on customers' inquiries into expendable equipment and retail product assortment.

Performs other related duties as assigned.

#### **Qualification / Licensing Requirements 応募条件:**

1. Ability to speak read and write English at LPL-3 level is preferred.
2. Must have basic computer skills to include outlook, Microsoft WORD, Excel, and PowerPoint.
3. Must be able to obtain and maintain a GOV license. (Driver license is required)
4. Must be able to accommodate a flexible work schedule including evenings, holidays and weekends.

(Other Qualification)

5. Ability to lead/supervise subordinate workers to include assigning work, making work schedule, providing technical guidance on the job, preparing and submitting personnel paperwork.
6. Must be able to attend and pass CPR, AED and First Aid training.
7. Must complete Cash Handling Training Course and Refresher Course once per year.
8. Must be able to perform prolonged standing, walking, reaching, lifting and carrying objects up to 40lbs(18kg) independently and objects over 40lbs with assistance.

#### **Work Schedule 勤務スケジュール:**

##### **Primary Work Schedule:**

Weekly Workdays: Monday-Friday

Designated Non-Workdays: Saturday and Sunday

Starting Time: 1315

Ending Time: 2215

Recess (lunch break): 1715-1815

**\*Other shifts might be required for events or operational needs. \***

##### **Other shift schedules:**

**Work Schedule: Monday – Sunday, 8 hours, 5 days (40 hours a week) with 1 hour recess**

Shift Start	Lunch Out	Lunch In	Shift End
0000	0400	0500	0900
0030	0430	0530	0930
0100	0500	0600	1000
0130	0530	0630	1030
0200	0600	0700	1100

0230	0630	0730	1130
0300	0700	0800	1200
0330	0730	0830	1230
0400	0800	0900	1300
0430	0830	0930	1330
0500	0900	1000	1400
0530	0930	1030	1430
0600	1000	1100	1500
0630	1030	1130	1530
0700	1100	1200	1600
0730	1130	1230	1630
0800	1200	1300	1700
0830	1230	1330	1730
0900	1300	1400	1800
0930	1330	1430	1830
1000	1400	1500	1900
1030	1430	1530	1930
1100	1500	1600	2000
1130	1530	1630	2030
1200	1600	1700	2100
1230	1630	1730	2130
1300	1700	1800	2200
1330	1730	1830	2230
1400	1800	1900	2300
1430	1830	1930	2330
1500	1900	2000	2400
1530	1930	2030	0030
1600	2000	2100	0100
1630	2030	2130	0130
1700	2100	2200	0200
1730	2130	2230	0230
1800	2200	2300	0300
1830	2230	2330	0330
1900	2300	2400	0400
1930	2330	0030	0430
2000	2400	0100	0500
2030	0030	0130	0530
2100	0100	0200	0600
2130	0130	0230	0630
2200	0200	0300	0700
2230	0230	0330	0730
2300	0300	0400	0800
2330	0330	0430	0830

## Required documents 応募書類:

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.

1. 軍指定履歴書MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. 所有資格証明書のコピー

## How to apply/応募方法:

Submit the completed package to/履歴書提出先メールアドレス: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)



### Application form/応募用紙:

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below or QR code. 応募用紙は以下のリンク またはQRコードからダウンロード可。

<https://www.mcipac.marines.mil/Portals/28/JN%20App%20Form%20and%20Questionnaire.pdf>

We are encouraging applicants to submit the application packages through an email to the email address above.

MLC / IHA求人募集に応募される方は上記のメールアドレスへ eメールにて履歴書を添付送信提出していただくよう、ご協力をお願い致します。

- Important Notice about the e-mail submission. eメールにて履歴書を提出する際の大切なお知らせ
  - e-mail subject must contain “**Job Title**” and “**Announcement #**”  
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
  - Submission is limited to 3 PDF files including resume and attachments.  
添付書類はPDF（3個以内）で提出お願いします。
- The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.  
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
- Submit ONLY applicable documents listed in the announcement along with your application.  
募集要項に記載の必要書類のみご提出ください
- Deadline: Application with required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.  
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
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be contacted. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.  
書類先行の上、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。
- For more information, call CLAO at 224-8383 / 0550-88-5844, or email: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)  
お問い合わせはキャンプ富士人事部、上記電話番号または、Eメールアドレスまでご連絡ください。

## 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	TOEFL (CBT) Computer	TOEFL (iBT) Internet	CASEC	EIKEN 英検
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			Test	Based Test	Based Test		
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.