

MLA/IHA Position Vacancy Announcement

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

MLA/IHA 求人募集

海兵隊民間人人事部

ATTENTION

16. WORK HISTORY 職歴

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LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY). IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ E)	
Clerk, IHA	UNIT 2-3 事務職

Please specify MLA(MLC), IHA, MA(MC)
現職の雇用種類 - MLA(MLC), IHA, MA(MC) を必ずご記載ください

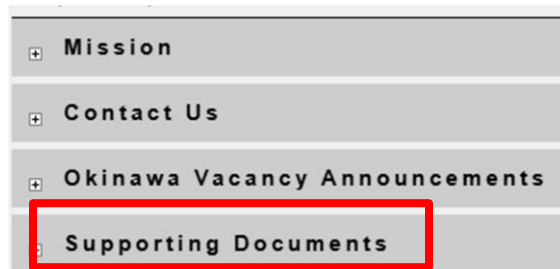
Application forms 履歴書用紙 :

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたはQRコードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 2) 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。

Due to network instability, we recommend to submit hard copy.
ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

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 雇用係に (メールによる応募も同様) 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。

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.

Announcement No. **103-26**

Date: 23 Jun 26

Position Title : **Child Development Program Trainee, #08, BWT-1, Grade-2**
Child Development Program Assistant, #09, BWT-1, Grade-3
Child Development Program Technician, #10, BWT-1, Grade-4

Note: Submit only one application, grade determination will be made at the time of selection.

IHA F/T, Permanent

Number of position(s): **1**

Location: **Camp Courtney (Chura Warabi)**

Organization: MCB, Camp S. D. Butler, MCCS Division, Family Care Branch, CYTP, CDC (**Chura Warabi**)

Area of consideration 募集範囲:

Okinawa Wide (MLA/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)

1 Jul 2026

Task List: GENERAL Service as (1) a Technician solely assigned to a classroom of children with independent responsibility for planning and developing classroom activities in support of the Child Development Program, or (2) a Group Leader of Child Development Program Assistants. The incumbent works under the written and verbal directions of the supervisor, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered.

DUTIES AND RESPONSIBILITIES: Service as a mentor for assigned CYP team. Works with senior staff to provide instruction and training to lower-level employees. Assists lower-level employees in completing the Foundation Training Program. Assists the Training & Curriculum (T&C) Specialist in helping lower-level program assistants translate professional development training into practice. Models appropriate behaviors and techniques for working with children and youth. Provides suggestions and makes recommendations to credential practicum candidates. Records observations and charts progress of team members' on-the-job skills and reports findings to trainer. Frequently consults the T&C Specialist on strategies to further assist team members' professional development efforts. Provides input to the supervisor as requested concerning promotions, reassignments, performance evaluations, incentive awards, etc. Provides input to CYP training plans based on observed training needs. Works within prescribed staff-to-participant ratios with children and youth. Maintains control and accounts for the whereabouts and safety of participants. Oversees arrival and departure and supervises children throughout their daily schedule of indoor and outdoor activities, field trips, outings, and special events. Plans, coordinates, and conducts activities for children based on observed needs of individual children and youth. Prepares and implements program options for children with special needs. Encourages children's interest and establishes a program setting that promotes positive interactions with other children, youth, and adults. Provides recommendations to the T&C Specialist and supervisors of changes and adjustments to activities and plans where necessary to meet unusual situations. Continually reviews activities and plans for appropriateness. Works with the T&C Specialist, supervisors, and leaders to implement activities and special events that meet the physical, social, emotional, and cognitive needs of participants. Works with CYP team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Assists participants with special projects, homework, and life skills. Interacts with children during daily activities, by using approved guidance and child development techniques as provided by supervisors and T&C specialists. Interacts professionally with staff members and parents. Promotes and models safety, fitness, health and nutrition practices. Prepares and implements program options to care for children with special needs as directed by the supervisor. Observes children for signs that may indicate illness, abuse, or neglect and reports as directed. Sets up displays and bulletin boards. Arranges for and serves appropriate snacks for meals where applicable. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and/or depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program participation data. Uses designated evaluation materials to ensure assigned area is in compliance with Marine Corps and local installation command baseline standards and metrics. Ensures assigned area achieves and maintains standards for Department of Defense (DoD) certification and national accreditation or equivalent.

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Provides care and supervision, oversight, and accountability for program participants in compliance with DoD Component, and local installation policies, guidance, and standards. Completes training requirements using approved Office of Secretary of Defense and Service materials, to include designated training modules. Ensures compliance with law, policies, and regulations applicable to DoD CYP. May be required to work a fluctuating work schedule to complete work assignments outside of the typical work hours. Performs other incidental duties as assigned or required.

Note: This position requires immunization for communicable diseases (Measles, Mumps, Rubella, Varicella, and seasonal Influenza and Hepatitis-B and additional vaccinations as required).

Qualification Requirements 資格条件

1. Must be able to speak, read and write English (LPL-2 or above).
2. Must have a high school or higher diploma.
3. Must have knowledge or experience of childcare
4. Available to work in various shifts
5. Must be able to lift and carry children and objects up to 45lbs (20kg) independently and over 45lbs (20kg) with assistance.
6. Must be able to complete and receive documented verification of required immunizations. (Hepatitis-B, Measles, Mumps, Rubella, Varicella, and seasonal influenza, and other as required)
7. Must successfully pass health examination and background check (police record check) before and during employment.

Note: *The grade level will be determined by the selecting official at the time of hiring based on the candidate's knowledge and experience.*

The promotion to the next level will be determined by the supervisor upon successful completion of required trainings and acquired necessary skills and knowledge to perform the duties.

Work Schedule: (Mon-Fri) 0530-1430, 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730, 0900-1800

Required documents/提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー
3. COPY of High School/final academic Diploma: 高校卒業証明書または最終学歴の卒業証明のコピー

注: 以上の資格証のみを提出してください