

# MLC/IHA Position Vacancy Announcement



Vacancy Announcement/求人広告

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

## MLC/IHA 求人募集

海兵隊 民間人人事部

### 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 or QR code.

求人案内、履歴書は下記リンクまたは QR コードからダウンロードできます

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



Application Form/履歴書

### 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 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。
- 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。

### Important Notice with Email submission メール提出についての注意点

**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。

We will send acknowledge receipt when we received your resume. If you did not receive our acknowledgement, please contact us at 645-3370/098-970-3370.

履歴書受取後、受領メールを返信致します。返信メールが届かない場合は 645-3370/098-970-3370 までご連絡下さい。

### 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](mailto: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](mailto: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.

<b>Announcement No. 68-25</b>			
PWO #: 078		Position: <b>Supervisory MWR Program Aid #186, BWT-1, Grade-4, LPL-3</b>	
<b>MLC F/T, Permanent</b>		Number of position(s): <b>1</b>	Location: <b>Camp Hansen</b>
Organization: MCB Camp Butler, MCCS Division, Semper Fit Branch, Fitness Center-Hansen			
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 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>1 May 25</b>	
<p><b>Task List:</b> The primary function of the position is to assist the Athletic Director and Assistant Director to manage the day-to day operations of the assigned MCCS athletic facility and to provide supervision to subordinate employees as one of the Athletic Complex Managers in the facility.</p> <p>Supervisory duties: Supervises IHA and MLC MWR program aids 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 worker 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 leave s and monthly time cards for the subordinate IHA and MLC employees. Advises and counsels subordinates to improve their work performance, and recommends necessary trainings.</p> <p>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.</p> <p>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 maintenance log. Performs monthly and quarterly preventive maintenance inspection 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.</p>			
<p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. Ability to speak read and write English at (LPL-3)</li> <li>2. Must be able to obtain and maintain a GOV license (Driver license is required).</li> <li>3. Ability to lead and direct subordinate employees.</li> <li>4. Work experience on military base facility with recreation and or sports is preferred, but not required.</li> </ol> <p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>5. Must be able to attend and pass CPR and First Aid Training</li> <li>6. Must complete Cash Handling Training Course and a Refresher Course once per year</li> <li>7. Must be able to perform prolonged standing, walking, reaching, lifting and carrying objects up to 45lbs (20.5kg) independently and objects over 45lbs with assistance.</li> <li>8. Must be able to work at other locations/camps</li> <li>9. Must be able to accommodate a flexible work schedule including evenings, holidays and weekends.</li> </ol>			
<b>Work Schedule- : (Mon-Sun): 8/10hrs shift per day, 40hrs per week</b>			
<p><b>Required documents/提出書類 :</b></p> <ol style="list-style-type: none"> <li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire: 履歴書&amp;質問票</li> <li>2. Copy of the GOJ Driver's license: 運転免許証のコピー</li> <li>3. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> </ol> <p><b>注 : 以上の資格証のみを提出してください</b></p>			