



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: 06 Sep 2024

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/>

Announcement No. 募集案内番号 : 011-24 (AMENDMENT) *corrected primary work schedule ending time from 17:00 corrected time 19:00*		
PWO # 求人番号: Fuji24-PWO-015	Position title 職種名、職番、基本給表、等級及び語学能力級: MWR Program Aid, #0224, BWT-1, Grade-3, LPL-2 福利厚生プログラム補助職, #0224、基本給表-1、等級-3、語学能力-2	
Type 種類: Permanent IHA 基本労務契約	No. of position 募集人数: 1	Location 就業場所: CATC Camp Fuji キャンプ富士 (静岡県)
Organization: MCCS, CATC Camp Fuji, MCIPAC キャンプ富士、福利厚生部		
Open to: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 応募対象者：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。		Closing date: Open until filled.
Summary of Duties 仕事の内容: 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. (35%) 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. (20%) Althetic Program duty: Monitors the operation of the reception, ensuring appropriate custo'mer 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. (20%)

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. (5%)

Ground maintenance:

Assists in preparing playing fields and courts for various recreational sports programs. Operates mowers, weed eaters, and field maintenance equipment as needed. (5%)

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. (5%)

Qualifications 応募条件) :

1. Must be able to communicate effectively in both Japanese and English with internal and external units and service as an interpreter as necessary (LPL-2 level)
2. Must be proficient in English writing for outgoing correspondence ensuring accuracy in format, grammar, and punctuation.
3. Must have driver's license (普通免許) and be able to obtain a MCCA government vehicle driver's license to drive up to 1.5-ton vehicles . (A/T only is acceptable)
4. Knowledge in basic computer software including Microsoft Excel, Word, Outlook in preparing a variety of reports, statistics, and correspondence concerning the management and issuing of equipment.
5. Must be able to provide world-class customer service, have a pleasant attitude to greet customer, and work professionally with other workers.
6. Must be able to multitask and be able to prioritize duties while working under strict deadlines.
7. Must be able to work flexible work hours including nights, weekend, and Holidays.
8. Must be able to perform prolonged standing, walking, reaching, lifting, and carrying objects up to 30lbs independently and objects over 30lbs with assistance.

Work Schedule 勤務スケジュール:

Primary Work Schedule:

Wednesday to Sunday: 10:00-19:00, 8 hours a day, 40 hours a week. Recess: 14:00 to 15:00.

Average overtime hours per month 8 hours.

火曜日から土曜日 : 10:00-17:00、一日 8 時間、週 40 時間、休憩 : 14:00 から 15:00

平均的な月間残業時間数 8 時間

Temporary Work Schedule: (Due to operational requirement below shift schedule may apply)

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



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頂く様、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 Okinawa CHRO at 645-3370 / 098-970-3370, or email: FUJI_JN_STAFFING@usmc.mil
お問い合わせは沖縄海兵隊人事部-CLAO人事（軍電645-3370 電話098-970-3370）または、上記Eメールアドレスまでご連絡ください。

ENGLISH LANGUAGE PROFICIENCY LEVEL (LPL)

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	Not Applicable	600 ~	250 ~	100 ~	Not Applicable	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

Note : 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.