

**U.S. MARINE CORPS  
CIVILIAN HUMAN RESOURCES OFFICE  
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **27-15**

Date: 01 May 15

## POSITION VACANCY ANNOUNCEMENT

**Eligible employees** who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

**\*\*\* PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED \*\*\***

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の16:30までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

**メール/FAXでの応募は受け付けておりません。Fosterのパスがない方はAir Force/Navy HROに提出下さい。**

PWO #: 039	Position title: <b>Child Development Program Trainee/Assistant/Technician #8/9/10, BWT-1, Grade-2/3/4</b>	
<b>IHA F/T Limited Term (30 Jun 16)</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCCS Division, Family Care Branch, youth & Teen Program Section, Chimugukuru		
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 MLC/IHA 従業員		Closing date: (提出期限) <b>7 May 15</b>
<b>Summary of duties:</b> Reviews, implements daily schedules/activity plans, and briefs teacher's assistant/program assistant. Arrange room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Helps children to develop self-help skills. Rocks and holds babies, and assists children during family style meals. Assists in planning and conducting an effective child development program to meet the physical, social, emotional and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Ensures that care is provided in compliance with Child Development standards as outlined in applicable regulations.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must be able to speak, read and write English (LAD-2 or above).</li><li>2. Must have a high school diploma.</li><li>3. Child care work experience (one year or more).</li><li>4. Available to work at various shifts. (0430-1330, 0530-1430, 0630-1530, 0700-1600, 0900-1800)</li><li>5. Background check must be conducted and cleared.</li></ol>		
<b>Remarks: Determination of level will be made by management at the time of selection.</b>		
<b>Required documents</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>	<b>必要書類:</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 免許証・終了証のコピー</li></ol>	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。