

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

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

Announcement No. **76-15**

Date: 19 Nov 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 ACCEPTED *****

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（キャンブ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 #: 116	Position title: Recreation Assistant, #343, BWT-1, Grade-3		
IHA F/T Permanent		Number of position(s): 3	Location: Schwab
Organization: MCCS Div, Semper Fit Branch, Athletic Section			
Area of consideration 募集範囲: Okinawa Wide (MLC/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) 25 Nov 15	
Summary of duties: <u>General Duties:</u> (a) Operates cash register, ensures security of funds and property. (b) Takes field/court reservations for paintball, basketball and other sporting activities as managed/created. (c) Cleans weight, cardio, filed equipment, floors, walls, light fixtures, washers, windows, toilets, furniture, steam rooms, sauna rooms, vehicles and other items as directed by management. (d) Washes, dries, folds, and issues towels/jerseys to customers. (e) Issues/receives/inventories sports/outdoor recreation gear to customers. (f) Assists in running paintball operation on an as needed basis to include but not limited to; filed referee/safety monitor, maintenance/cleaning of paintball equipment, and other duties assigned. (g) Assists customers as needed. (h) Assists in ensuring all facility rules and regulations are being adhered to. (i) Assists with scheduling of junior employees. (j) Assists or independently opens and/or closes the facility <u>Administrative Duties:</u> (a) Works on computer to create flyers/notices for customers in Japanese/English using Microsoft Excel, Word, and PowerPoint. (b) Assists on an as needed basis in translating forms and rules to Japanese employees/patrons. (c) Completes the Daily Activity Report (DAR). (d) Prepares money along with DAR for deposit. Performs other general duties as assigned.			
Qualification Requirements 資格条件			
<ol style="list-style-type: none">1. Must be able to attend and pass CPR and First Aid Training2. Must complete Cash Handling Training Course and a Refresher Course once per year3. Must be able to obtain and maintain a GOV license (Driver license is required).4. Must be able to accommodate a flexible work schedule to work at a facility that operates 24 hrs a day 7 days a week5. 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.6. Must be able to work at other locations/camps7. Prefer having work experience within the gym on base8. Ability to speak read and write English at LAD-2 level			
Work Schedule: Mon-Sun, 8hrs shift on a 24hrs/7days operation			
Required documents		必要書類:	
<ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		<ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証のコピー	

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。