MWR Positions

Come join the MWR team! *Are you a customer service and team oriented individual who possesses the qualifications for any of the positions listed here? Then come visit us in the MWR Building, room 225, or call 243-1246.*

Club Operations Division

Food Service Supervisor – NF-03, $11.02-$12.50/hr. Food Court (1 RFT).
Food Service Worker – NA-03, $9.48. Club Alliance (1 Flex), Bowling Center (1 RFT).
Wait Staff – NA-03, $9.48/hr. Officers' Club (1 RFT/3 Flex), CPO Club (2 Flex).
Club Operations Assistant – NF-02, $8.71-$11.00/hr. CPO Club (2 Flex), O' Club (1 RFT/1 Flex)
Club Operations Assistant – NF-02, $8.71-$10.91/hr. Club Takemiya (1 Flex).
Cashier – NF-01, $7.50-$9.50/hr. Club Alliance (1 Flex), O' Club (1 RFT/1 Flex).
Cashier – NF-01, $7.50-$9.50/hr. CPO Club (3 Flex).
Cashier – NF-01, $7.25/hr. Bowling Center (1 RFT).
Food Service Worker – NA-03, $9.48. Bowling Center (1 Flex).
ID Checker – NF-01, $7.25/hr. Club Alliance (1 Flex).

Support Activities

Automotive Mechanic – NA-10, $14.47/hr. Maintenance (1 RFT).
Electrician – NA-08, $13.06/hr. Maintenance (1 RFT).
Human Resources Assistant – NF-03, $11.02/hr. CNFJ NAFI HRO (1 RFT). CNRJ and NAF international employees only.

Child and Youth Program

Lead Program Assistant – CY-02, $13.14/hr. Yokosuka SAC (1 RFT)
Program Assistant – CY-01/02, $9.59-$11.75/hr. Negishi CDC (1 Flex), Yokosuka Main CDC (4 RFT/5 Flex), Annex CDC (4 Flex), Ikego CDC (1 RFT/3 Flex), Yokosuka SAC (5 Flex), Negishi SAC (1 Flex), Ikego SAC (1 RFT), Negishi Teen Center (2 Flex), Negishi Youth Sports (1 Flex).

Recreation Division

Entertainment Director – NF-04, $35,000-55,000/annum. Entertainment (1 RFT).
Recreation Assistant – NF-02, $8.71/hr. Outdoor Recreation – Special Events (1 Flex)
Food Service Worker – NA-03, $9.48/hr. Theater (2 Flex).
Recreation Assistant – NF-02, $8.71/hr. Community Center (1 Flex).

Athletics Division

Recreation Aide (Lifeguard) – NF-01, $7.25/hr. Aquatics (4 Flex).
Recreation Aide (Head Guard) – NF-02, $8.71/hr. Aquatics (1 RFT).
Recreation Aide (Pool Attendant) – NF-01, $7.25/hr. Aquatics (3 Flex).
Recreation Assistant (Duty Manager) – NF-02, $8.71/hr. Athletics (1 Flex).
Clerk Typist – NF-01, $7.52/hr. Athletics (1 Flex).
Recreation Aide (Gear Issue) – NF-01, $7.25/hr. Athletics (3 Flex).

Navy Gateway Inns & Suites

Front Desk Associate – NF-02, $8.90/hr. NGI & S Misawa (2 RFT).
Maintenance Worker – NA-08, $13.06/hr. NGI & S Misawa (1 RFT).

*Due to publishing timelines, some jobs listed may not be available. For the most up-to-date listing check out:
http://www.mwryokosuka.wordpress.com

HRO USCS Positions

Applications and forms for local/Japanwide vacancies must be received at the HRO, Yokosuka customer service desk, or through the mail at HRO, PSC 473 Box 22, FPO AP 96349-0022 by 4 p.m. on the closing/cut-off date of the announcement. Applications may also be submitted through the drop box located at the front entrance of the HRO, Yokosuka building. These applications must be in the drop box by close of business (4 p.m.) of the closing/cut-off date of the announcement.

Postmark dated, faxed or emailed applications will not be accepted.

Call 243-5725/8168 for more information.

New

Human Resources Assistant (Recruit/Class) – GS-0203-5/6/7, CNRJ-66-12. Open: 8/27/12, Close: 9/4/12. *Location: Okinawa.

Continuing

Clerk Interpreter – GS-1046-04, CFAY-61-12. Open: 8/9/12, Close: 9/6/12.

NEX Positions

Join a winning team. *The NEX has RFT, RPT and Flex positions to fit your schedule. Applications are accepted Monday-Thursday, 9 a.m. to 3 p.m., at the NEX Human Resources Office, MWR building room 226, or visit our website at www.navy-nex.com. Come and work for us!*

Call us at 243-5150 or 243-4418 for more information.

Department Supervisor/Manager,NF-2/3 – Ikego Mini Mart. *$32,415-$36,830/yr. **This is a grade progression position at the NF-2/3 level. If selected at the NF-2 level, the successful candidate may progress noncompetitively to the NF-3 level upon successful completion of the qualification requirements.
Sales Clerk (Specialty), NF-1 – Main Store Jewelry. *$7.25-$9.00/hr. (1 RFT)
Sales Clerk, NF-1 –NEX Depot and Main Store Ladies/Cosmetics. *$7.25-$8.00/hr. (3 Flex)
Store Worker, NA-2 – Main Store MiniMart. *$8.77-$9.13/hr. (1 Flex)
Store Worker, NA-2 – Main Store Sight and Sound. *$8.77-$9.13/hr. (1 RPT)
Customer Service Clerk, NF-1 – Main Store. *$7.25-$8.00/hr. (1 RFT)
Identification Checker, NF-1 – Loss Prevention/Safety. *$7.25-$8.00/hr. (1 RPT/2 Flex)
Security Guard, NF-1 – Loss Prevention/Safety. *$7.50-$9.00/hr (1 Flex)
Hair Stylist, NA-7 – Yokosuka Beauty Salons. *$12.45/Commission based (1 Flex)
Personalized Service Clerk, NF-1 – Main Store. *$7.25-$8.00/hr. (1 Flex)
Warehouse Worker, NA-4 – Distribution Center. *$10.22-$10.65/hr. (7 Flex, Seasonal/Temporay positions only. 5 day shift and 2 night shift)
Hair Stylist, NA-7 – Negishi Beauty Salons. *$12.45/Commission based (1 Flex)
Sales Clerk, NF-1 – Ikego NEX Minimart. *$7.25-$8.00/hr. (1 Flex)
Food Service Worker Leader, NL-2 – Sullivan's Elementary School. *$9.66-$10.05/hr. (1 Flex)
Food Service Worker, NA-2 – Yokosuka School Cafeteria. *$8.77-$9.13/hr. (1 Flex)
Desk Clerk, NF-1 – Navy Lodge. *$7.25-$8.00/hr. (1 Flex)

*Salary based on experience. Positions are open until filled

CNRJ, Human Resources Office Regional Workforce Development

Individual Development Plan – An individual development plan (IDP) is a tool that helps facilitate employee development. It's a two-way commitment between an employee and their supervisors on what they are going to do to grow.

Here are the most typical reasons for an IDP:

- You are new in a job, and want to get up to speed as fast as possible
- You are struggling in your job, and want to improve
- You would like to move to a new role, and want to prepare yourself for that new role
- You are good at what you do, and have no immediate aspirations to move, but just want to get even better

Supervisors and Non-Supervisors are required to complete an IDP annually. All supervisors are required to complete refresher training. This is your opportunity to communicate with your supervisor your career goals. If you need help in developing your IDP, please consult with your supervisor, command training POC or the RWD staff.

Training Schedule

- Access Level 3 Macro/VBA Basic (in Japanese), Sept. 6-7
- Excel 2003 Level 3 Graph and PivotTable (in Japanese), Sept. 10
- Word 2003 Level 2 (English), Sept. 10-11
- Excel 2003 Level 3 VBA Basic (in Japanese), Sept. 12-13
- Assertiveness Training for Non-English Speakers, Sept. 12-13
- Successfully Managing Emotions in the Workplace, Sept. 14
- Adobe Acrobat X (in Japanese), Sept. 19-20
- Leadership in the 21st Century, Sept. 20-21

For more information, call 243-7328, or e-mail to rwd-student-services@fe.navy.mil