

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

-Reissue-

広報番号 : Announcement No.	CFAY-FR-11-15(R)
募集締切日: Closing Date	30 Jul 15
発行日: Date of Issue	10 Jul 15

<p>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LD <u>2</u> )</p> <p style="text-align: center;"><b>Recreation Specialist #224</b> (レクリエーション専門職)</p> <p><input checked="" type="checkbox"/> 事務系      <input type="checkbox"/> 技能系      <input type="checkbox"/> 保安系      <input type="checkbox"/> 医療系 Administrative      Blue Collar Trade      Security      Medical</p>	<p>募集人数 No. of Recruitment</p> <p style="text-align: center;"><b>1 名</b></p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant</p>
<p>2.部隊 Activity Commander Fleet Activities, Yokosuka Fleet Readiness Department Child &amp; Youth Program Division Youth/Teen Activities Branch 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka</p>	<p>Note: First consideration will be given to suitable and qualified current MLC/IHA employees of CNFJ, CNRJ, CFAY, and NAF Atsugi</p>	
<p>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww ) 勤務日 Work Days: 月曜日から金曜日 Monday-Friday 勤務時間 Work Hours: 8 hours a day between 0600-1800 (0600-1800 の間で 1 日 8 時間勤務) 休憩 Recess Period: 1 hour/day (1 日 1 時間) <input type="checkbox"/> 夜勤 Night Shift      <input checked="" type="checkbox"/> 残業 Overtime      <input type="checkbox"/> 出張 Business Travel</p>	<p>5.雇用の種類 Type of Employment</p> <p><input type="checkbox"/> MLC      <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> IHA      <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term ( ___ヵ月 Months)</p> <p><b>*Those who previously applied for VA# CFAY-FR-11-15 need not to reapply.</b></p>	
<p>6.職務内容 Duties</p> <p>For age 6-12: Assists in planning youth after school program activities. Organizes and supervises youth in a variety of daily after school recreational activities. Ensures that preparations have been made for scheduled activities. Escorts children on field trips. Serves as interpreter/liason on field trips. Secures and clears spaces utilized at the end of assigned program.</p> <p>For age 12-17: Assists director with special teen programs. Organizes, decorates and interacts in all special teen events. Supervises teens on weekends, such as Hang-Out Nights. Issues equipment to teens. Makes sure all check-out slips are filled out correctly. Fills log book. Answers phones, takes messages. Opens and secures building.</p> <p>Perform other related or incidental duties as assigned.</p>		
<p>7.資格要件/身体条件 Qualification/Physical Requirements</p> <p>a One year of general work experience. If applicant does not have such work experience, completion of 2-year junior college/2-year of technical school or 4-year degree in any field may qualify him/her at 1-3 level.</p> <p>b. Knowledge of customer service concepts and practices.</p> <p>c. Skill in handling emergency situation common in childcare setting.</p> <p>d. Ability to oversee children and assist in developing curriculum.</p> <p>e. Ability to speak, read and write English at average proficiency level (LD-2).</p> <p><b>As a condition of employment, a criminal history background check will be conducted initially for an individual selected for the position. A record re-verification will be conducted every five years after the initial investigation. A selectee is required to sign a Position of Trust Agreement and must maintain a favorable record to remain in the position.</b></p> <p>*Handicapped applicants may be accepted, depending upon the degree and kind of disability.</p>		
<p>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None    <input type="checkbox"/> 初級 Basic    <input checked="" type="checkbox"/> 中級 Intermediate    <input type="checkbox"/> 上級 Advanced    <input type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : See blocks 7 &amp; 8    免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 &amp; 8</p>		



## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。