

Recruitment Guidelines for Rikubetsu Town, Hokkaido “Community Revitalization Cooperation Team (English Instructor)”

Rikubetsu Town is located in the northernmost part of the Tokachi area in Hokkaido, 100 km north of Obihiro City and 60 km south of Kitami City. Forests cover 84% of its area, and the town's main industries are dairy farming and forestry. Rikubetsu Town is working to improve pupils' and students' English proficiency and to cultivate individuals with a global mindset. To increase opportunities to experience English and other cultures through school education and community activities, we are recruiting members of the Community Revitalization Cooperation Team to serve as “English Instructors.”

After the appointment as a Cooperation Team member ends, you are expected to make use of the connections and skills gained during your term and aim to settle in Rikubetsu Town through starting a business or employment with an organization.

1. Duties / Activity Overview: English Instructor

- (1) English instruction at junior high and elementary schools in Rikubetsu Town
- (2) English-based interaction at nursery schools in Rikubetsu Town
- (3) Conducting English classes for town residents, etc.

2. Application Requirements

- (1) No restrictions on age or gender.
- (2) Applicants must have completed the JET Programme or be expected to complete it at the time of application (and, after hiring, be able to move their resident registration to Rikubetsu Town and live there. Those already residing in Rikubetsu Town are also eligible).
- (3) Hold a valid ordinary driver's license.
- (4) Be physically and mentally healthy and motivated to work with local residents on community revitalization.
- (5) Neither the applicant nor any cohabiting family members who move in may have any arrears in municipal resident tax.
- (6) Be willing to settle in Rikubetsu Town after the activity period (up to three years) ends.
- (7) Must not fall under any disqualification clauses for general staff as stipulated in Article 16 of the Local Public Service Act.

3. Number of Positions: 1

4. Workplace: Rikubetsu Town Municipal Rikubetsu Junior High School, etc.

5. Working Hours: 7 hours 15 minutes per day (45-minute break)

- (1) In principle, from 8:10 to 16:10.
- (2) Depending on the work content, working hours may vary and irregular shifts may be required. Work on holidays may also be required; in such cases, compensatory days off will be provided.

6. Employment Type / Period:

- (1) You will be appointed as a part-time, fiscal-year-based staff member of Rikubetsu Town.
- (2) The appointment period runs from the date of appointment (to be discussed) until the end of the relevant fiscal year. Based on evaluation of work progress and activity results, the term may be extended up to a maximum of three years.

7. Remuneration, Salary, etc.: Approx. 320,000 yen per month (with term-end allowance)

8. Benefits / Welfare:

- (1) Enrollment in social insurance (health insurance, employees' pension, employment insurance). (There is a portion borne by the employee.)
- (2) Overtime allowance and commuting travel expenses (for distances of 2 km or more) are provided.
- (3) Expenses necessary for activities are covered by the town within the limits of the budget.
- (4) Living expenses in Rikubetsu Town, including utilities (electricity, gas, water, etc.), are borne by the individual.
- (5) Travel expenses equivalent to relocation costs will be provided upon appointment.
- (6) Rent subsidy is available for rental housing.
- (7) Days Off / Leave
 - (i) Days Off: Two days off per week; national holidays; year-end and New Year holidays (December 29–January 3). Days off may vary depending on work duties and are governed by the regulations on working hours and leave for fiscal-year-based staff.
 - (ii) Leave: Paid leave, sick leave, special leave, etc.

9. Application Acceptance Period: At any time

10. Application Procedure / Selection

(1) Submission of Application Documents

- (i) Download the Rikubetsu Town “Community Revitalization Cooperation Team” Application Form and Activity Goals Report from the town's website.
- (ii) Fill out the required items on the application form and attach a photograph.
- (iii) Prepare the Activity Goals Report (Attachment 1).
- (iv) Send the application form and Activity Goals Report by e-mail to the address below.
- (v) Applications are accepted on a rolling basis. (Please note that recruitment will be closed once the position is filled.)

(2) Selection Method

(i) First Stage Selection

Conducted through document screening; results will be notified to all applicants by letter or e-mail.

(ii) Second Stage Selection

An interview examination will be conducted in Rikubetsu Town for applicants who pass the first stage selection.

11. Other

Questions regarding recruitment, etc., will be accepted by e-mail in the form of a written inquiry in any format. Please note that, in principle, questions by telephone will not be accepted.

12. Application / Contact Information

089-4300 1-1, Higashi 1-jō 3-chōme, Rikubetsu, Ashoro-gun, Hokkaido

TEL : 0156-27-2141 FAX: 0156-27-2797

E-mail : kyouryokutai@rikubetsu.jp

Planning and Finance Section, General Affairs Division, Rikubetsu Town