



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Adventureland Inn
Type of business: Hotel & Campground
Job location: Adventureland Inn
City: ALTOONA
State: IA
Zip: 50009
Website: www.adventureland-inn.com

Why choose us?

Employee perks (free admission to amusement park), close to Des Moines area, employee appreciation days, Prairie Meadows Racetrack and Casino. We work as a team and respect and appreciate our workers.

Cultural exchange activities

Baseball games, movie night at local theater, Omaha zoo, Mall of America. Downtown Des Moines.

Position

Job title: Housekeeping

Job description and required skills: High Intermediate English. Clean and restock rooms and bathrooms, including toilets and showers, changing linens, dusting, vacuuming and emptying trash, etc. Inspect rooms for repairs and fixtures that aren't working properly. Very physically demanding. Be prepared to stand, bend, and push a 50lb/22kg cart all day. Requires attention to detail, punctuality, and a great service attitude & team spirit. Please do not apply if you are sensitive to any chemicals or lotions or have physical limitations that would keep you from doing your job. Everyone works as a team.

English level required: intermediate

Hourly wage (before taxes): \$9.50

Position ID: 32762



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Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-6
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/15/2017
Latest start date:	06/30/2017
Earliest end date:	08/21/2017
Latest end date:	10/09/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	there is a discount
Is a drug test required?	no
Is Skype interview required?	no
Do students complete an additional application upon arrival?	yes
Possibility to find a second job in the area	yes
Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval.	
You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.	
Additional comments regarding second job:	This job must be your first priority. A second job cannot interfere with your scheduled hours.
How soon after arrival will participants begin working?	Within a day or two of arrival.
Specific instructions for arrival to employer:	Please see Welcome Letter.
Is training required?	yes
Conditions of training:	Training will be provided.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$20 for pants
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Employer will provide shirts. Please bring black pants, khaki pants, black or white tennis shoes. Must be showered, natural hair color, men's hair has to be shorter than a collar shirt. Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing allowed for women only & no more than two piercings per ear. No ear piercings for men. No facial piercings. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Additional information:

Position requires standing for long periods of time, bending and lifting. Must have a great team attitude, and be a dependable, hard working, friendly and very trustworthy and honest individual. Employer guarantees 32 hrs per week.

Housing Information

Housing name:

Adventureland Inn - Must Arrange Own

Housing address:

City:

Altoona, IA

Website:

Housing assisted by:

Must Arrange Own

Is student required to sign a separate housing contract?

no

Is housing cost deducted from paycheck?

no

Is housing deposit refundable?

no

Utilities included:

no



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Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
Location of work site best described as:	Metropolitan
Location details:	Des Moines is the capital and the biggest city in the state of Iowa. There are multiple activities available during the summer months including free festivals, miles of trails and outdoor concerts. population: 206,599
Average daily temperature:	Summer: High 86 F; Low 62 F
Community or regional website:	www.dmgov.org
Nearest cities:	N/A
Distance to nearest cities:	N/A
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
Available public transportation:	DART (Des Moines Area Regional Transportation)
Public transportation access:	www.ridedart.com
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	yes
Post office:	yes
Bank:	yes
Movie theater:	yes
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	yes
Public library:	yes

CHI will have some solid Housing Options for you by February 2017. Your Program Coordinator will work with you and set up a Facebook group to make communications easy with all the students working for Adventureland Inn.



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Suggested Travel Information

Nearest international airport:	Des Moines International/O'Hare
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Transportation from airport to employer and / or housing:	no
Bus information (web site):	www.ridedart.com
Nearest train information (to the airport):	Osceloa Station
Train information (web site):	NA
If participant arrives after hours suggested, overnight accomodation:	Adventureland Inn - 1 night only if arrive after hours
Cost per night:	\$99 per student for one night only
Transportation to overnight accomodation:	Taxi or bus
Transportations cost:	About \$35 taxi ride
Specific instructions:	Make sure you arrange your housing BEFORE you come to the USA. Must work with your Program Coordinator.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	no
Does the company provide Social Security application assistance?	yes
Where is the closest Social Security office?	Des Moines, IA
How far is the Social Security office from the work place?	12.5 miles (20 kilometers)
Specific instructions:	YOU MUST REGISTER WITH SEVIS BEFORE APPLYING FOR YOUR CARD. AFTER 10 DAYS YOU CAN APPLY at: Riverpoint OFC Complex, 455 SW 5th St, Ste F, Des Moines, IA 50309; Telephone:1-800-772-1213; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Remember to get a receipt - it is the only proof that you have applied!



WELCOME LETTER

Cultural Homestay International

Adventureland Inn

3200 Adventureland Drive, Altoona, IA 50009
<http://www.adventureland-inn.com/>

Employer contact information

Bri Fors
Email: bri@adventureland-inn.com
Phone: (515) 957-5702

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Lindsey Buckle**. I am here to help you prepare for your exciting season in **Altoona, Iowa**, working for **Adventureland Inn**! This packet contains very important information regarding your travels, so please be sure to READ IT IN FULL, and print a copy to bring with you to the United States.

* If you have not yet purchased a plane ticket, you should do so as soon as possible. **Let CHI and your employer know your flight information!**

***IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

If you have any question, please don't hesitate to contact me at chilindsey@chinet.org, or my Employment Services Manager; **Mary Wolfe** (chimaryw@chinet.org).

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Have a safe trip!

Sincerely,

Lindsey Buckle, ESM Admin, Program Coordinator, Western Region
chilindsey@chinet.org
Facebook: [LIKE us on CHI Western Region](#)

1. BEFORE DEPARTURE

Read your CHI Student Handbook. You should have received this from your agency.

Bring:

- Documents: Passport, J-1 Visa, DS 2019, sponsorship letter, job offer
- \$1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hostel to stay overnight.
- **Log into www.sevis.org as soon as you know your flights so you can enter your flight information!**

2. CONTACT YOUR EMPLOYER

The contact person at **Adventureland Inn** is **Bri Fors**; you must contact **Bri** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Bri** immediately at bri@adventureland-inn.com. **Please also email me at chilindsey@chinet.org with your exact arrival information and to confirm receipt of this letter!**

UNIFORM: Your employer will provide your work shirts, you are responsible for your pants and tennis shoes. Pants must be black or khaki in color, shoes must be white or black and close-toed. You will be working with the public so it is important for you to look neat and friendly! No open toe shoes or sandals!

3. HOUSING:

You must arrange your own housing. Please see attached housing document.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

You must take a taxi or shuttle from the airport to your housing in Altoona.

5. SEVIS

Before you arrive in USA- Log in to www.sevis.org and enter your flight information as soon as you purchase your flight ticket.

After you arrive in USA - Log into the SEVIS system within THREE days of your arrival to the United States!

Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to www.sevis.org upon arrival in the USA. If you can't log in then you need to call us.
- b. Call CHI at 1(800) 432-4643 if you can't log on to complete the SEVIS validation process.
- c. Refer to your Student Handbook if you need specific instructions about how to log in. (Most public libraries have internet access – speak with library staff about your temporary stay in the US.)
- d. **Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

6. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate your Visas in SEVIS.**
- **Then wait approximately 10 days and visit the closest social security office at:**

Riverpoint OFC Complex, 455 SW 5th St, Ste F
Des Moines, IA 50309

1-800-772-1213

Social Security Office Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Closed Saturday & Sunday.

PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!

We look forward to meeting you!!

For general questions and emergencies, you may always contact CHI Main Office at
1-800-432-4643