



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Champions Riverside Resort
Type of business: Campground
Job location: Champions Riverside Resort
City: GALESVILLE
State: WI
Zip: 54630
Website: www.championsriversideresort.com

Why choose us?

Looking for a place where you can experience the great outdoors while still being close to the exciting city life? You've come to the right place with Champions Riverside Resort Campground. While working here, you'll have the opportunity to work flexible hours in a variety of positions, both indoor and outdoor, while challenging yourself physically and mentally. Come join this fun environment and find out why customers are raving about the staff and the campground!

Cultural exchange activities

Galesville was founded in 1854 and has 3 historic districts.

The Bandstand, located in the downtown square, was built in 1912 and is still used during city celebrations.

Farmers Market is held Saturdays from June – Sept.

La Crosse, Wisconsin is 20 miles north of Galesville

Take a ride on the American Queen – the largest steamboat ever built!

Apple Blossom Scenic Drive

Coon Creek Trout Festival

Grandad Bluff

Hixon House

House on the Rock

Position

Job title: Clerk, Food Service, Pool Attendant, Housekeeping

Job description and required skills: Students will have a number of different jobs including: store clerk (selling items and checking campers in/out), waitress/food service/bartender (food prep, serving, order taking, and cleaning), housekeeping (cleaning cabins), pool and game room attendant, and general security. Manager will decide where students will work as well as the schedule so students need to be prepared to work in many different areas throughout the summer! MUST be able to provide GREAT customer service! No early departures will be approved!

English level required: intermediate

Hourly wage (before taxes): \$7.25

Position ID: 32638



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Position Information

Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	35
Possibility of students getting more than estimated hours:	no
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	no
Earliest start date:	05/01/2017
Latest start date:	06/15/2017
Earliest end date:	08/30/2017
Latest end date:	09/15/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Is Skype interview required?	no
Do students complete an additional application upon arrival?	no
Possibility to find a second job in the area	no

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 is a remote location so there is no opportunity to find other jobs but there is a definite possibility to get more hours here if you work hard and do your job well.
How soon after arrival will participants begin working?	To be determined by employer.
Is training required?	yes
Conditions of training:	On the job.
Is there possibility to change positions?	yes
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	None
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear? no

Additional information:

You will get more hours if you want them. Employer is really great with students and gives them many opportunities to grow into different positions, takes the students to many different area places. The students LOVE it here and many return every year. MUST STAY UNTIL AUGUST 30. No early departures will be approved.

Housing Information

Housing name: Champions Riverside Resort

Housing address: W16751 Pow Wow Lane

City: Galesville, WI 54630

608-582-2995

Fax:

Contact: Becky Johnson

Email: becky@championsriverside.com

Website: www.championsriversideresort.com

Housing assisted by: Employer

Is student required to sign a separate housing contract? no

Type of housing: Mobile Housing

Number of people to a room: 4

Bath: 1

Estimated cost of housing per week: \$25.00 per week per student

Is housing cost deducted from paycheck? yes

Is housing deposit required? no

Deposit amount: 0

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
Method of transportation from housing to work site:	Walking
Transportation details:	Students will be living in a camper located on site at the campground so they will be able to walk to work.
Additional housing features:	Students will be living in a camper located on site at the campground so they will be able to walk to work. Each unit has a kitchenette, full bathroom and internet access. Linens can be provided.
Location of work site best described as:	Small Town Community
Location details:	With a population just shy of 1,500, students will get to experience "Small Town USA" while still residing close enough to a large city to live the "High Life!" Founded in 1854, Galesville is full of history and has a tour accessible by car or on foot to see the different sites that this town has to offer, including High Cliff Park, Beaver Creek Dam, and Lake Marinuka. Up the road 20 miles, students will come to the much larger town of La Crosse, which will offer different experiences including Apple Blossom Scenic Drive, Coon Creek Trout Festival, Grandad Bluff, Hixon House, and House on the Rock. The employer will take great care of the students by making arrangements for many cultural activities over their stay. Students have gone to Mall of America, Wisconsin Dells, etc.
Average daily temperature:	Summer: 70-85 day, 50-65 F night
Community or regional website:	www.galesvillewi.com
Nearest cities:	La Crosse, WI 51,647
Distance to nearest cities:	20 miles north
What to wear:	Summer: Shorts; short sleeve shirts; tennis shoes, light jacket, light slacks.
Available public transportation:	None
Public transportation access:	None
Accessible amenities (by walking or public transportation):	
Food market:	no
Shopping mall:	no
Post office:	no
Bank:	no
Movie theater:	no
Restaurants:	yes
Fitness center:	no
Laundry:	yes
Internet café:	no
Public library:	no



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Suggested Travel Information

Nearest international airport:	Rochester International Airport
Nearest airport:	La Crosse Municipal Airport
Transportation from airport to employer and / or housing:	Employer will pick up students from airport with advance notice.
Nearest bus station (to the airport):	www.greyhound.com
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	www.amtrak.com
Train information (web site):	www.amtrak.com
Specific instructions:	Employer will pick students up from the La Crosse Municipal Airport - 23 miles from Galesville or from the Amtrak station in La Crosse, WI. Students must contact employer 2 weeks before their arrival in order to make pick-up arrangements.

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
If so, details:	Employer will take students to get their Social Security numbers.
Where is the closest Social Security office?	Eau Claire, WI
How far is the Social Security office from the work place?	approx. 25 miles
Specific instructions:	You must validate yourself in SEVIS within 3 days of arriving in the USA! Either log into www.sevis.org or call CHI at 1-800-432-4643 to validate. Then after 10 business days you can go to Social Security to apply for your Social Security card. Be sure to get a receipt, it is the only proof that you have applied. The social security office is located at: 4120 OAKWOOD HILLS PKY, EAU CLAIRE, WI 54701; Telephone: 1-800-772-1213; Hours: Mon & Tue 9am-4pm, Wed 9am-12pm, Thu & Fri 9am-4pm, except Federal holidays.



Welcome Letter

Cultural Homestay International

Champions Riverside Resort

W16751 POW WOW LN.
Galesville, WI 54630

Employer contact information

Lori Severson or Becky Johnson

Email : lori@seversonandassociates.com,

becky@championsriverside.com

Phone : 608*525*2323

Hello everyone!

By now everyone has been assigned a job, and received your DS FORM. Please make sure that your name and birth date are correct!

* 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!**

Remember to print a copy of this letter to bring with you.

This letter will describe the following:

1. Things to review before departure
2. How to contact your employer
3. Where you will be living/What to pack
4. How to get to your job from the airport
5. Validating your status in SEVIS
6. Where to apply for a Social Security number

Keep in mind, the I-94 is now an electronic document that needs to be printed and taken to social security with you.

If you have questions about HOUSING or TRANSPORTATION, please don't hesitate to contact us at Jodi Blank at chijodi@chinet.org.

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

Welcome to Arkdale, WI and have a safe trip

Sincerely,

Jodi Blank

Cultural Homestay International

Regional Services Manager

Facebook Link: [Chi jodi blank](#)

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!

1. CONTACT YOUR EMPLOYER

Becky Johnson is the manager of the campground; you must contact her and let them know your flight information and when EXACTLY you will be arriving! Please email Becky immediately becky@championsriverside.com. Becky will pick you up from the bus station. Please try to arrive at a decent hour for her to pick you up. If you have flight delays or problems, contact your employer to let them know you will be late. She will pick you up from the LaCrosse Airport or the Amtrak station. Please try to arrive at a decent hour for her to pick you up. If you have flight delays or problems, contact your employer to let them know you will be late. **Her cell phone number is 608-792-5915. Please carry this phone number with you while traveling!**

1. HOUSING:

Your housing will be located on site within the campground. You will be staying in a small house that will have a kitchen and a bathroom. You will be sharing a room with at least one other person.

Your housing costs will be deducted from your paycheck. Housing will be \$25 per week per student and includes all utilities!

1. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

You can book your flight as follows:

- Chicago O'Hare International Airport www.flychicago.com; or
- General Mitchell International Airport www.mitchellairport.com

Once you have made your flight arrangements you will need to arrange for a bus, amtrak train or a flight into LaCrosse, WI. You need to do this at least 2 weeks in advance.

- The bus station is Greyhound bus line www.greyhound.com. You save \$20 by booking in advance.

Please book your transportation right away and don't forget to log into SEVIS to enter your flight and ground transportation to your employer!

IMPORTANT INFORMATION REGARDING PROGRAM STATUS

Although federal program regulations state participants cannot be held in a job against their will, CHI's program policy requires participants to communicate directly with both their employer AND CHI to give one week notice in writing which indicates when they plan to leave their job placement and their reason for leaving. Should the participant "no call/no show" at the work placement, this action will be considered a violation of the program sponsor's (CHI) rules, and may result in a participant's negative program status.

IMPORTANT:

Please remember if you arrive late in the evening, or on a weekend, you may have to stay at a hotel until your employer can pick you up.

1. 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. If you can't log in then you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
- c. Refer to your Student Handbook for log-in instruction. There are serious consequences if you do not validate your visa, beginning with a cancellation of your visa, so please do it as soon as possible.
- 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!**

1. APPLYING FOR A SOCIAL SECURITY NUMBER

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

SOCIAL SECURITY

Social Security Office Hours: MON: 09:00 AM - 03:00 PM; TUES: 09:00 AM - 03:00 PM; WED:
09:00 AM - 12:00 PM; THUR: 09:00 AM - 03:00 PM; FRI: 09:00 AM - 03:00 PM

SAT & SUN & Federal Holidays: CLOSED

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