



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Dedham Health and Athletic Club
Type of business: Athletic Club
Job location: Dedham Health and Athletic Club
City: DEDHAM
State: MA
Zip: 02026
Website: www.dedhamhealth.com

Why choose us?

Close to Boston. Good public transportation.
Please check this video. www.dedhamhealth.com/summer-club.html

Cultural exchange activities

Lifeguard position, working directly with the guests. Close to Boston. Recommended Duck Tours, Faniel Hall, Museum of Science, New England Aquarium in Boston. In Dedham recommended the Museum of Bad Art.

Position

Job title: Lifeguard
Job description and required skills: Students must pass a lifeguard certification costing \$260 which can be paid back at \$40.00 per week for 6 weeks. Will have full time employment throughout the summer at a health club pool. Students must also pass an online Lifeguard Certification test BEFORE arriving and bring the Certification to employer on or before May 21st. They can pay \$60.00 initially and the rest of the certificate cost can be taken out during the summer.
English level required: intermediate
Hourly wage (before taxes): \$11.00
Position ID: 33101



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	5-7
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:	05/15/2017
Latest start date:	05/25/2017
Earliest end date:	08/31/2017
Latest end date:	09/05/2017
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Is a drug test required?	yes
Is Skype interview required?	no
Do students complete an additional application upon arrival?	no
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:	Suburban location, potential for second jobs.
How soon after arrival will participants begin working?	As soon as possible.
Specific instructions for arrival to employer:	Arrive early in the season, must arrive before May 21st and have the online lifeguard certification in hand.
Is training required?	yes
Conditions of training:	Lifeguard certification cost \$260. Students must pass to work at Dedham Fitness. Must take an online certification test before arriving to employer. Must pass and have the certificate in hand.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	0
Is uniform refundable?	no



Do students need to purchase specific clothes or footwear? no

If so, details for clothing: Uniform is provided.

Additional information:

This job is a short distance to downtown Boston by public bus or train. Boston has much to offer: large city with many summer festivals, activities, sporting events and concerts. NYC is a close bus ride away. The job is a fun summer job at a great facility with a huge gym, outdoor pool and state of the art equipment. Stephen is the manager who always hires J-1 students and is one of the best managers in the area. He understands and helps the students during the summer - you will love working for him. Must be able to swim 200 yards (183 meters) non-stop, tread water for 1 minute (keep floating). Looking for upper intermediate English.

Housing Information

Housing name: CHI Assisted Housing- Massachusetts

Housing address: TBA

City: TBA, MA

Michelle Riaz
chimicheller@chinet.org

Website:

Housing assisted by: CHI

Is student required to sign a separate housing contract? yes

Number of people to a room: 2-4

Bath: 1-2

Estimated cost of housing per week: \$100-150 estimate

Is housing cost deducted from paycheck? no

Is housing deposit required? yes

Deposit amount: \$100-300

Instructions for deposit payment: Please prepare to pay a security deposit upon your arrival.

Is housing deposit refundable? no

Conditions for deposit refund: Your housing deposit will NOT be returned. ONLY if you stay until the end of your contract and the housing is left in undamaged condition.

Utilities included: yes



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Must arrange own
Transportation details:	Housing will be within biking distance in most cases. Or there is public transportation for you to get to work.
Additional housing features:	Housing will include at least access to a microwave and refrigerator. Most housing is within walking distance to free wifi or library.
Location of work site best described as:	Metropolitan
Location details:	Dedham is located just outside of Boston and is a short bus or train ride into downtown Boston. There is a lot to do in Boston during the summer - festivals, sporting events, concerts, museums lots of tourists and fun. NYC is also a quick bus ride away.
Average daily temperature:	60-90 F
Community or regional website:	www.bostonusa.com
Nearest cities:	Boston/625K pop.
Distance to nearest cities:	30 minutes by bus or car
What to wear:	Bring shorts, bathing suits to warm jacket and rain coat.
Available public transportation:	MBTA
Public transportation access:	Accessible.
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

This is a sample housing arrangement. Your CHI Coordinator will inform you of your precise housing details as soon as they are available. Your housing may change based on availability and location. Please be prepared for your housing to meet the criteria outlined in this job offer. If you decide to find your own housing, please inform your coordinator before you arrive in US.



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Suggested Travel Information

Nearest international airport:	Boston Logan
Nearest airport:	Boston Logan
Transportation from airport to employer and / or housing:	Bus
Nearest bus station (to the airport):	At airport
Nearest train information (to the airport):	MBTA
Train information (web site):	www.mbta.com
If participant arrives after hours suggested, overnight accomodation:	In Boston Boston Hi Hostel
Cost per night:	\$35
Transportation to overnight accomodation:	Taxi
Transportations cost:	\$25
Specific instructions:	Take taxi to housing.

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:	Students will be able to take mass transit to Social Security office.
Where is the closest Social Security office?	Norwood
How far is the Social Security office from the work place?	35 minutes
Specific instructions:	Nearest Social Security office is 1 Edgewater Road, Unit 102, Norwood, MA 866-563-9533. Open weekdays 9-3 except on Wednesday only 9-12. Closed weekends and holidays.

Discounted Boston Museums



Image: Museum of Fine Arts, Boston

Museum of Fine Arts

Avenue of the Arts
465 Huntington Avenue
Boston, Massachusetts 02115
617-267-9300
<http://www.mfa.org>

Wednesday nights after 4 pm, admission is by voluntary contribution\

The Museum is free to all visitors on the following Open House days: Monday, January 18, 2016 (Martin Luther King Jr. Day Open House); Monday, May 30, 2016 (Memorial Day Open House); and Monday, October 10, 2016 (Fall Open House).

Boston University Art Galleries

855 Commonwealth Avenue
Boston, MA 02215
617-353-3329
<http://www.bu.edu/art/>
Tuesday - Sunday 12-5pm
Stone and 808 Galleries are open until 8pm on Thursdays
Closed Mondays and major holidays
Free - always.

Davis Museum at Wellesley College

106 Central Street
Wellesley, MA 02481

781-283-2051

<http://www.wellesley.edu/davismuseum/>

Tuesday-Sunday 11:00AM-5PM

Free - always.

Fuller Craft Museum

455 Oak Street, Brockton, MA 02301
508.588.6000

www.fullercraft.org

Free - every Thursday 5-9pm.

MIT Museum

265 Massachusetts Avenue
Building N51 Cambridge, MA 02139
617-253-5927

<http://web.mit.edu/museum/>

Open daily 10:00 A.M. – 5:00 p.m.

Free - last Sunday of every month

Sept. through June

Museum of Bad Art

@ Brookline Interactive Group

46 Tappan St., Top Floor
Brookline, MA 02445

1-781-444-6757

<http://www.museumofbadart.org/about/brookline.php>

Admission is free 10am to 10pm.

Boston Children's Museum

308 Congress Street
Boston, MA 02210
617-426-6500

<http://www.bostonchildrensmuseum.org/>

\$1 - every Friday 5-9pm.





WELCOME LETTER
Cultural Homestay International

Dedham Health and Athletic Clubs
200 Providence Highway, Dedham, MA 02026

Employer contact information

Stephen Lempert
Email: slempert@dedhamhealth.com
Phone: 617-921-4786

Hello Participants,

My name is Michelle Riaz, and I am your local Program Coordinator through Cultural Homestay International. You can reach me at chimicheller@chinet.org. I will be helping you prepare for your exciting summer in **Dedham, Massachusetts** working for the **Dedham Athletic Club**! 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 WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

This letter will describe the following:

1. Things to review before departure
2. How to contact your employer
3. Where you will be living
4. How to get to your housing from the airport
(*will also be emailed to you w/ housing info*)
5. Validating your status in SEVIS
6. Where to apply for a Social Security number
7. Must know- Program policy

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

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

Sincerely,
Michelle Riaz
978-504-2016
Cultural Homestay International
Employment Services Manager
New England Region
Friend Me! <https://www.facebook.com/chimicheller>

Facebook: LIKE us on [CHI Work and Travel at New England and Great Lakes 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 is **Stephen Lempert**; you must contact **Stephen** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **Stephen** immediately at slempert@dedhamhealth.com .

You must first check into your housing. Meet with your housing manager, and bring your luggage to your room. DO NOT ARRIVE AT YOUR JOB WITH YOUR LUGGAGE OR YOU WILL BE SENT TO HOUSING. Your housing will be close the Dedham Athletic Club. You can walk, take public transportation, or purchase a bike in order to reach your work site.

3. Housing: Please contact your coordinator for housing information.

Your housing will be determined after your placement and I will send you information when it is secure.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Boston Logan Airport Arrival:

While flights into Boston may be more expensive than NYC airports, you will SAVE money and time when trying to reach Dedham from this airport! THIS IS THE RECOMMENDED ROUTE. If you fly into New York you will have to take a shuttle to the Port Authority Bus Station and take the Peter Pan Bus line (www.peterpanbus.com) to Boston Logan International and then use the following instructions. After arriving in Boston you can take a cab for about \$40 to your housing. You will have the address before you arrive. I can also get you instructions for public transportation as soon as your housing is confirmed.

IMPORTANT:

Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 9:00pm, you may need to stay overnight and travel the following day.

See www.bostonhostel.org; www.hiboston.org; www.hostels.com for hostel options.

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. 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 to Servis 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 10 days and visit the closest social security office is:**

**ONE EDGEWATER DRIVE
SUITE 102
NORWOOD, MA 02062**

FROM I-95 TAKE EXIT 11B NEPONSET STREET/NORWOOD. FOLLOW TO DEAN STREET. TAKE DEAN STREET TO THE ROUTE 1 INTERSECTION. TAKE A LEFT ONTO ROUTE 1 SOUTH. EDGEWATER IS THE 1ST RIGHT AFTER THE FRIENDLY'S RESTAURANT.

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!

7. 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 a 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. Participants must consult with CHI before taking any action to leave their job