



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: DoubleTree by Hilton, Billings
Type of business: Lodging/Hospitality
Job location: DoubleTree, Billings
City: BILLINGS
State: MT
Zip: 59101
Website:

Why choose us?

Located in downtown Billings, we have retail stores, restaurants, art museums, cultural museums and history all within walking distance. Yellowstone county is minutes from many regional and national landmarks to explore. We are 45 minutes from the Ski town, Redlodge and 1 1.2 hrs from the gates to Yellowstone National Park.

Cultural exchange activities

We allow our students time to visit local museums on their days off. The hotel has complimentary passes to local theaters and events that are open for all team members. Visits to the local mall or recreational activities are strongly encouraged throughout their time with us.

Position

Job title: Hotel Worker - early arrivals

Job description and required skills: High-Int/Adv English required. The hotel will email job assignments with job descriptions to each J-1 student 30 days prior to arrival for job placement. Positions may include: Room Attendant, Laundry Attendant, Houseperson, Barista worker, Banquets, Restaurant, Room Service, or Dishwasher/Utility. We place students based on business needs. Most students will be placed within our housekeeping positions. Wage varies from \$8.05+tips (for tipped positions: Starbucks, Restaurant, Room Service or Banquets) to \$10/hr for all other positions. Employer guarantees a minimum of 32 hrs per week.

English level required: advanced

Hourly wage (before taxes): \$8.05+tips to \$10.00

Position ID: 33600



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Position Information

Tips:	Certain positions
Bonus:	no
Estimated hours per day:	4-8
Number of days per week:	4-6
Possibility of students getting more than estimated hours:	slight
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/01/2017
Latest start date:	05/30/2017
Earliest end date:	09/01/2017
Latest end date:	09/15/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Meals details (discount, cost, # of meals):	One Meal provided for \$1.00 per Shift per day worked
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:	It is possible; however, DoubleTree must be your priority - no conflicts!
How soon after arrival will participants begin working?	Within a few days.
Specific instructions for arrival to employer:	You must inform your employer of your arrival dates/times 2 weeks prior to your arrival. Employer will pick you up at the Billings airport at door number 3. Use the courtesy phone in the baggage claim to call the hotel and let them know you are ready for pickup.
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:	\$0 (shirts, nametags)
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Need to bring black work pants, and black solid close toe shoes. Hair must be of a natural hue (red, blonde, black, brown or gray). Grooming: Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Additional information:

Must be dependable, hard working, friendly and be a very trustworthy and honest individual. A smile needs to be displayed at all times! Please do not apply for this position if you can not commit to the dates you've indicated on this Job Offer; your employer needs you for the full season.

Housing Information

Housing name: DoubleTree Billings, Dude Rancher Lodge

Housing address: 415 N. 29th Street

City: Billings, MT 59101

406-259-5561

Fax:

Contact: Todd Graves

Email: todd@duderancherlodge.com

Website: www.duderancherlodge.com

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? no

Type of housing: Motel

Number of people to a room: 2-3

Bedrooms: 1

Bath: 1

Estimated cost of housing per week: \$58-\$75/night (\$406-\$525/week)

Is housing cost deducted from paycheck? no

Is housing deposit required? no

Is housing deposit refundable? no

Utilities included: yes



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If so, utilities details:	Electricity, water, garbage, TV
Utilities estimated cost per month:	0
Is the housing mandatory?	no
Can students find alternative housing during their stay?	yes
Method of transportation from housing to work site:	Walking
Transportation details:	Housing is 6 blocks from employer. Students can walk or ride a bike.
Additional housing features:	Some units have kitchenette. All units have internet, TV and phone. Options for housing are a room with 2 beds for \$58/night (or \$406/week) or a room with 2 beds, a couch and a kitchenette for \$75/night (or \$525/week). These prices are the cost for the room flat. Rent would be divided by the amount of students per room.
Location of work site best described as:	Small Town Community
Location details:	Come see the land where General Custer fought the Sioux and Cheyenne, where Sitting Bull and Crazy Horse led their people through struggles and to victories, where William Clark left his signature as the Lewis & Clark Expedition passed through and where Calamity Jane raised a ruckus. Learn about the old Railroad history that Billings was built on and about its namesake: Frederick Billings. Billings is the largest city in Montana, with a "metropolitan" population (which includes all of Yellowstone County) of around 130,000 people. The city of Billings itself has a population of 104,170. Befitting the largest city in Montana, Billings is home to really the only high-rise office building in the state. The First Interstate Building in Billings soars all of 20 stories into the sky. While not exactly on par with buildings in other states, at least Montana does have a skyscraper – sort of. Billings is located on the eastern edge of the south-central region of Montana, smack dab out in the middle of the prairie. Billings also sits along the scenic if somewhat muddy Yellowstone River. While Billings is located in the prairie of Montana, the mountains aren't too terribly far away – the Absaroka-Beartooth Mountains are about 60 miles or so away. Additionally, smaller hills and mesas are found all along the Yellowstone River and other nearby areas to town. Billings, as it is located out in the middle of the prairie, has a semi-arid climate. This means that once you step away from town or away from the rivers and lakes, trees are in rather short supply. Population: 109,059
Average daily temperature:	Spring: High 66F (19C); low 30F (-1C)
Community or regional website:	ci.billings.mt.us ; www.visitbillings.com
Nearest cities:	Denver, CO population: 619,968
Distance to nearest cities:	450 miles (724K)
What to wear:	Lightweight clothing and a jacket or sweat shirt for mornings and evenings.
Available public transportation:	MET Transit
Public transportation access:	Throughout the area.
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



Comments:

Students must have their housing arranged PRIOR to arrival in the USA. Please contact CHI and inform us of the housing you arranged at least 2 weeks prior to arrival.



Suggested Travel Information

Nearest international airport:	Billings Logan International Airport
Nearest airport:	Billings Logan International Airport
Transportation from airport to employer and / or housing:	Employer provides
Nearest bus station (to the airport):	n/a
Bus information (web site):	n/a
Nearest train information (to the airport):	n/a
Train information (web site):	n/a
If participant arrives after hours suggested, overnight accomodation:	Your employer will provide lodging for your 1st night only if you arrive late in the night.
Cost per night:	\$0.00
Transportation to overnight accomodation:	Provided from airport, via hotel shuttle
Transportations cost:	\$0.00
Specific instructions:	We pick up at the Billings Aiport at door number 3; use the courtesy phone in baggage claim to call hotel and let us know you are ready for pickup; email travel dates/times 2 weeks prior to arriving in Billings. Otherwise take a taxi to your pre-arranged housing you set up.

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:	Yes, we will assist with completing, SS application and a ride to the SS office.
Where is the closest Social Security office?	Billings, MT
How far is the Social Security office from the work place?	0.4 mile (.64K)
Specific instructions:	You must first validate yourself in SEVIS before applying for your card. Either log into www.sevis.org or call CHI at 1-800-432-4643 when you arrive. Then after 10 business days, call CHI again to check your status and confirm that you can go to Social Security. The office is located at: 2900 4th Avenue North, Billings, MT 59101; phone: 1-866-895-1795; 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!



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WELCOME LETTER Cultural Homestay International

DoubleTree by Hilton, Billings

27 North 27th Street, Billings, MT 59101

Employer contact information

Michele Lott

Email: mlott@dtbillings.com

Phone: (406) 252-7400

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Kristi Brinkerhoff**. We are here to help you prepare for your exciting season in **Billings, MT**, working for **DoubleTree by Hilton**! 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 myself at chikristib@chinet.org, or my Employment Services Manager; **Mary Wolfe** (chimaryw@chinet.org) or our Team Assistant **Lindsey Buckle** (chilindsey@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,

Kristi Brinkerhoff, Program Coordinator
Cultural Homestay International
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 DoubleTree by Hilton is Michele Lott; you must contact Michele and CHI and let us know your flight information and when EXACTLY you will be arriving!

Please email Michele immediately at mlott@dtbillings.com. **Please also email your Program Coordinator, Kristi at chikristib@chinet.org with your exact arrival information and to confirm receipt of this letter!**

DoubleTree will provide your works shirts, you are responsible for bringing your own black slacks/pants and black closed toe shoes. 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, but we have a lead for you where students have stayed in the past. Please work with your Program Coordinator about your housing months before you are due to arrive in the USA.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

The closest international airport to your employer is Billings Logan International Airport (BIL). You should be able to take the hotel shuttle from the airport to your employer..

BE SURE AND CONTACT YOUR EMPLOYER AT LEAST TWO WEEKS PRIOR TO TRAVELING AND TELL THEM THE DATE YOU PLAN TO ARRIVE ALONG WITH THE TIME OF DAY YOU ARE ARRIVING.

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!**

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.

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:**

SOCIAL SECURITY
2900 4th Avenue North; Billings, MT 59101
1-866-895-1795

Social Security Office Hours: MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 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's Main Office at 1-800-432-4643.