



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Jeff Ellis Mgmt (@ Disney Aulani Resort)
Type of business: Aquatic Safety
Job location: Jeff Ellis Mgmt (Aulani Resort)
City: KAPOLEI
State: HI
Zip: 96707
Website: www.jeffellismanagement.com

Why choose us?

Discover paradise with a touch of magic at Aulani, a Disney Resort & Spa in Ko Olina, Hawai'i. Free meal provided for every 6 hours worked, free lifeguard licensing, monthly employee parties, perfect weather year round. Local discounts with your work ID, interaction with guests from around the world, positive work environment in paradise!

Cultural exchange activities

In addition to beach parties, company party at "Wet n Wild Hawaii", students have many cultural activities available to them in Hawaii include Waikiki, Pearl Harbor, Aloha Tower, Diamond Head, Kawaiahao Church, Iolani Palace, plus much more.

Position

Job title: Lifeguard - Early Arrivals and Departures 05.01-08.15
Job description and required skills: Must be a very strong swimmer and have submitted swimming video. Ensure safety of all guests by watching the assigned pool area; speaking up if guests are running or playing too rough. Standing and sitting in the hot sun for long periods of time. Might be asked to assist with pool cleaning. There is room for advancement from Lifeguard position (\$9.25/hr) to Lifeguard Coordinator (starting at \$10.25/hr) based on attendance and performance.
English level required: advanced
Hourly wage (before taxes): \$9.25
Position ID: 34692



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:	4-5
Possibility of students getting more than estimated hours:	good
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:	08/01/2017
Latest end date:	08/30/2017
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):	1 meal provided while working. 10% discount on select restaurants with ID
Is a drug test required?	yes
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:	Employer is ok with second jobs, but it must not conflict with your primary job at Jeff Ellis Management. Please contact your CHI Program Coordinator if you are wanting a 2nd job.
How soon after arrival will participants begin working?	Within a day or two of arrival.
Specific instructions for arrival to employer:	Training will be provided.
Is training required?	yes
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$34 crocs/glasses
Is uniform refundable?	no



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Black Crocs - \$30 and solid black sunglasses - \$4. \$34 will deduct out of first paycheck. No tattoos on face, neck or hands. Must have normal hair color. Clean shaven (or full beard and full mustache). No earrings for men and one set of earrings for women. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Additional information:

Must be advanced swimmer. All applicants must submit video of themselves swimming prior to applying for this position. Email video to chimaryw@chinet.org BEFORE interview. Employer will conduct in-person training and certification with each student. Students will be licensed lifeguards. Employer pays Lifeguard License fee. Must be dependable, hard working, friendly and be a very trustworthy and honest individual.

Housing Information

Housing name: Jeff Ellis Mgmt (Aulani Resort)

Housing address:

City: Kapolei, HI

Fax:

Contact:

Email:

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? yes

Type of housing: House

Number of people to a room: 2-4

Bedrooms: 4

Bath: 2

Estimated cost of housing per week: \$500 per month per student

Is housing cost deducted from paycheck? no

Is housing deposit required? yes

Deposit amount: \$200 perstudent

Housing deposit due date: On arrival

Is housing deposit refundable? yes

Conditions for deposit refund: The security deposit is refundable if the student leaves the unit clean and free of damage.

Utilities included: yes



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



If so, utilities details:	DATA TO BE SUPPLIED BY MARCH 2017
Is the housing mandatory?	no
Can students find alternative housing during their stay?	yes
Method of transportation from housing to work site:	Public transportation
Transportation details:	The housing is about 6 miles away. Easy to take the bus to and from work. Approx. a 30 to 45 min bus ride.
Location of work site best described as:	Ocean Kapolei, named for the volcanic cone Pu'u o Kapolei (loosely meaning "hill of beloved Kapo"), is locally known as Oahu's "second city" after Honolulu. Built on former sugarcane and pineapple plantations, Kapolei is an affluent and vibrant city that is growing rapidly. It has an ever-changing urban scene as well as the Ko Olina resort and marina community and the Disney Aulani Resort. Population: 15,186
Average daily temperature:	Summer: High 88F (31C); Low 77F (25C)
Community or regional website:	www.gohawaii.com/oahu ; www.kapolei.com
Nearest cities:	Honolulu, HI
Distance to nearest cities:	24.4 miles (40 km)
What to wear:	Summer: Shorts, Jeans, pants, T-shirts, light jacket, sunglasses, sunscreen
Available public transportation:	Bus system throughout town
Public transportation access:	www.thebus.org
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

ADDITIONAL INFO ON THE HOUSING TO BE SUPPLIED BY MARCH 2017 FROM THE EMPLOYER



Suggested Travel Information

Nearest international airport:	Honolulu International Airport (HNL)
Nearest airport:	Honolulu International Airport (HNL)
Transportation from airport to employer and / or housing:	Employer will help provide, arrive by 8pm
Bus information (web site):	thebus.org
Nearest train information (to the airport):	n/a
Train information (web site):	n/a
If participant arrives after hours suggested, overnight accomodation:	Various motels near the airport
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi, hotel shuttle or other public transportation
Transportations cost:	\$40 (estimate)
Specific instructions:	Please see the Welcome Letter.

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:	Will drive to social security office.
Where is the closest Social Security office?	970 Manawai St, Kapolei
How far is the Social Security office from the work place?	4.5 miles (7 km)
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:970 Manawai St, Kapolei, HI 96707; Telephone: 1-800-772-1213; Hours: Mon & Tue 8:30am-3:30pm, Wed 8:30am-11:30pm, Thu & Fri 8:30am-3:30pm, closed weekends and Federal holidays.



WELCOME LETTER
Cultural Homestay International

Jeff Ellis Management (Aulani Resort)

92-1185 Aliinui Drive, Kapolei, HI 96707

Employer contact information

Joelle Goodwin

Email: joelle.goodwin@jeffellismanagement.com

Phone: (305) 799-9089

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Heather Miller**. We are here to help you prepare for your exciting season in **Kapolei, HI**, working for **Jeff Ellis Management (Aulani Resort)**! 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 chiheathermi@chinet.org, or our Employment Services Western Region 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,

Heather Miller

Program Coordinator

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 **Jeff Ellis Management** is **Joelle Goodwin**; you must contact **Joelle** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **Joelle** at joelle.goodwin@jeffellismanagement.com. Please also email your **Program Coordinator, Heather** at chiheathermi@chinet.org with your exact arrival information and to confirm receipt of this letter!

For your uniform, you will need to bring a pair black Crocs and a pair of solid black or solid brown sunglasses. The sunglasses should not have any contrasting logos and should not be mirrored. For example, your eyes should be visible through them. You also have the option to purchase these through your employer (Black Crocs- \$30; solid black sunglasses- \$4). Should you decide to purchase these through the employer, please email Heather at chiheathermi@chinet.org at least two weeks prior to your arrival to place your order. A total of \$34 will then be deducted out of your first paycheck.



Additionally, there should be no tattoos on your face, neck or hands. Your hair should be a normal hair color. Men should be clean shaven (or full beard and full mustache). Men should not have any earrings, women are permitted to wear one set. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

3. HOUSING:

You will need to arrange your own housing. Your employer recommends Kaleola Rental Homes ([Kaleola Rental Homes Website](#)). Please contact Brandi Yoro regarding questions about Kaleola Rental Homes; (808)682-2424 or brandi.yoro@greystar.com. You will need to take public transportation to work from your housing, most likely using the bus. Visit www.thebus.org for more information.

DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Please contact the employer at least two weeks prior to travel so they can arrange to pick you up at Honolulu International Airport (HNL). The employer will arrange to pick you up at the airport if you notify them at least two weeks in advance of arriving and you arrange to arrive **BEFORE** 8pm HST. There will be two pick up times during the day; one at 2pm and one at 8pm. Please arrange your flight to arrive near one of these times if possible. If you arrive after these times, you will need to arrange your own transportation. The approximate cost for a taxi is \$40. If you arrive after hours, you may need to arrange overnight accommodations at a nearby motel.

4. 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 U.S.)
- 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!**

5. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate your Visas in SEVIS.**

- **Then wait approximately 10 days and visit the closest social security office at:**

Address: 970 Manawai St, Kapolei, HI 96707

Phone: [1-800-772-1213](tel:1-800-772-1213)

Social Security Office Hours: MON-TUES: 08:30 AM - 03:30 PM; WED: 08:30 AM - 11:30 AM;
THUR-FRI: 08:30 AM - 03:30 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.