



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Sherwood Forest Camping & RV Park
Type of business: Campground
Job location: Sherwood Forest Camping & RV Park
City: WISC DELLS
State: WI
Zip: 53965
Website: www.sherwoodforestcamping.com

Why choose us?

This is a quiet family camping among the pines and oaks of Sherwood Forest located within walking distance of downtown Wisconsin Dells. Housing is located on site and is very inexpensive. This is a great family location and the owners are very kind to the many international students in the area. You will be well taken care of, and get plenty of interaction with American customers of all ages!

Cultural exchange activities

The City of Wisconsin Dells is a very unique community located on the Wisconsin River in Central Wisconsin. The scenery is breathtaking. The city is named for the rock formations that reach the sky to form a vision along the river's edge.

The Dells has something for everyone; fresh air, thrills, water attractions, fishing, hiking, shops, casinos, amusement parks, golf, go-kart tracks, miniature golf courses and much more.

Position

Job title: Housekeeper, Activities Helper - Late Arrival

Job description and required skills: The positions are very physically demanding. Prepare to stand, walk; be able bend and lift 20 lbs. Follow the same performance guidelines as the full-time staff. Attention to detail, punctuality, and a great service attitude. Responsibilities include: performing cleaning procedures daily in to include changing linens, dusting, cleaning toilets, tub/shower, sinks and mirror. Washing bathroom floors and toilets daily and performing other cleaning duties on a periodic basis. Cleaning guest units, vacuuming floors, mopping. Helping with the campground's many activities that they plan throughout the summer. Helping children with craft projects.

English level required: intermediate

Hourly wage (before taxes): 7.25

Position ID: 33645



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Bonus:	yes
Bonus conditions:	If you have excellent customer service and performing above standards at your job, you may have the opportunity to get an increase in your hourly wage.
Estimated hours per day:	8-10
Number of days per week:	6
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?	no
Earliest start date:	05/25/2017
Latest start date:	06/15/2017
Earliest end date:	09/07/2017
Latest end date:	09/30/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	no
Are meals included?	no
Is a drug test required?	no
Is Skype interview required?	yes
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:	This is located in downtown WI Dells and students have plenty of opportunities for 2nd jobs as long as this job is their main priority.
How soon after arrival will participants begin working?	The day after arrival.
Specific instructions for arrival to employer:	Try to arrive during the week between Monday and Thursday. Please no arrivals on Friday, Saturday or Sunday.
Is training required?	yes
Conditions of training:	Training will be paid at an hourly rate.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$25
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

No visual tattoos or facial piercings. The campground provides a shirt for you. You must purchase clean shorts with no holes. They must be a longer style and can be tan, black or denim shorts. Also must have closed-toed tennis shoes. They must be clean with no holes.

Housing Information

Housing name:

Sherwood Forest--On site housing

Housing address:

2852 Wisconsin Dells Parkway

City:

Wisconsin Dells, WI 53965

Fax:

Contact:

Becky or Brad Gussel

Email:

Website:

Housing assisted by:

Employer

Is student required to sign a separate housing contract?

no

Type of housing:

On-site housing

Number of people to a room:

3

Bedrooms:

1

Bath:

1

Estimated cost of housing per week:

\$50 per week

Is housing cost deducted from paycheck?

yes

Is housing deposit required?

yes

Deposit amount:

\$100

Housing deposit due date:

On arrival

Instructions for deposit payment:

Deposit will be due upon your arrival.

Is housing deposit refundable?

yes

Conditions for deposit refund:

Deposit will be paid back at the end of the season ONLY if the housing is kept in excellent shape. Housing is to be kept clean and neat and should have no stains or marks on the walls or carpet.

Utilities included:

yes



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If so, utilities details:	Heat, electric and water are included in the cost.
Is the housing mandatory?	yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Walking
Transportation details:	Housing is located right on the campground so you can walk to work within 5 minutes.
Additional housing features:	Housing is a studio apartment with kitchenette. Coin operated laundry is right downstairs. Housing will be furnished with beds and bedding. Students are responsible for laundering your own bedding.
Location of work site best described as:	Resort
Location details:	Wisconsin Dells is home to a huge variety of attractions for every season. At The Dells, you'll experience endless hours of fun: water parks, shopping, mini-golf, go-karts, game rooms, lazer tag, zombie attacks, bowling, roller coasters, and much more. The fun never stops in Wisconsin Dells where entertainment can be found year round!
Average daily temperature:	Summer: High 95F (35C); Low 65F (18C)
Community or regional website:	www.wisdells.com
Nearest cities:	Wisconsin Dells population 2,148
Distance to nearest cities:	3 blocks from downtown Wisconsin Dells
What to wear:	Summer: Shorts; Pants; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.
Available public transportation:	Taxi or shuttles on call
Public transportation access:	None
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:	no
Laundry:	yes
Internet café:	yes
Public library:	no



Suggested Travel Information

Nearest international airport:	Milwaukee General Mitchell International Airport
Nearest airport:	Dane County Airport
Transportation from airport to employer and / or housing:	Greyhound Bus or Amtrak Train
Nearest bus station (to the airport):	Greyhound
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	Hotel
Cost per night:	\$65 or more
Transportation to overnight accomodation:	bus or taxi
Transportations cost:	Could be up to \$25
Specific instructions:	Students should email the employer right away after they make travel arrangements. The employer can pick up participants at the bus or train station as long as they know your arrival time a few days in advance. If there should be any problems or delays, please contact Becky on her cell phone to let her know. 608-432-1190

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:	The Social Security office is located about 15 miles away and the employer will help you to obtain your number.
Where is the closest Social Security office?	Portage, WI
How far is the Social Security office from the work place?	15 miles



Welcome Letter
Cultural Homestay International

Sherwood Forest

2852 Wisconsin Dells Pkwy.
Wisconsin Dells, WI 53965

Employer contact information:

Becky Gussel

Email :

becky@sherwoodforestcampingpark.com

Phone : 608-254-7080

Hello Students!

By now everyone has been assigned a job, and received your DS FORM. As soon as you receive your DS 2019 form check to 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!**

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.

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, please don't hesitate to contact me at chijodi@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,

Jodi Blank

Cultural Homestay International

Midwest Regional Service Manager

Facebook Link: [Chi jodi blank](#)

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 hotel to stay overnight.
- Log into www.sevis.org as soon as you know your flights so you can enter your flight information!

CONTACT YOUR EMPLOYER

The contact person of Ski Brule is Jessica Polich. Please contact her at jessica@skibrule.com and let her know your flight information and when EXACTLY you will be arriving! Please also email me at chijodi@chinet.org with your exact arrival information and to confirm receipt of this letter!

HOUSING:

Your housing will be located on site within the campground. You will be staying in a studio apartment. All 4 of you will be staying together. It is one large room with 4 beds (bedding is provided), a kitchenette and a bathroom.

There is a coin operated laundry room right below your apartment so it will be very convenient for you!

There is also free wi-fi available throughout the campground.

Your housing costs will be deducted from your paycheck. Housing will be \$55 per week per student and includes all utilities!

You must also keep your housing in good condition. No smoking inside the house will be permitted. There will also be no loud partying allowed.

DIRECTIONS FROM THE AIRPORT

Please fly into Chicago O'Hare International Airport. From there you will need to take a Coachbus to Wisconsin Dells, WI. You will need to contact Jill Brennan her to let her know exactly when you will be arriving. **You need to let her know at least 2 weeks in advance so that she can plan on when to pick you up.** Jill's email address is sc.ouse@frontier.com

IMPORTANT:

Please remember if you will not be able to make it to your housing during reasonable hours, you may need to stay overnight and travel the following day.

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 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!**

APPLYING FOR A SOCIAL SECURITY NUMBER

- Validate your Visas in SEVIS.
- Then **wait 10 days** and visit the closest social security office. Your employer will assist you in getting your social security cards.

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!

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