



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Wisconsin Dells KOA
Type of business: Campground
Job location: Wisconsin Dells KOA
City: WISC DELLS
State: WI
Zip: 53965
Website: www.wisdellskoa.com

Why choose us?

Located in the quiet woods of Wisconsin Dells this is a pleasant work environment. Just minutes away is the excitement of the Waterpark Capital of the World in Wisconsin Dells. KOA is located about a mile from downtown shops, restaurants, banks, etc. Bicycles are available without charge for getting into town. Each student receives an employee card which provides free admission to many attractions as well as discounts in stores and restaurants. You will have the best of both worlds. You can enjoy the fun and thrilling waterparks during your days off and then enjoy living and working in a wooded retreat.

This is the Water Park Capitol of the World! Indoor and outdoor waterparks, amusement parks, water-ski shows, museums, mini-golf, House on the Rock are some of the many activities to enjoy while you are staying in the Dells!

Position

Job title: Housekeeper - Early Arrival

Job description and required skills: Responsible for maintaining extremely high standards of cleanliness in the 3 restroom/shower buildings. Timely and thorough cleaning of rental cabins as guests leave. You will be scrubbing floors, dusting, vacuuming, cleaning toilets, sinks, taking out garbage, replacing items that have been used by guests and make sure all items are stocked, placed in correct areas and any other duties as assigned.
This is a split shift; you will be working from 10:00AM-3:00PM, then you will have a break and report back to work from 9:00PM-12:00AM

English level required: intermediate

Hourly wage (before taxes): \$8.50

Position ID: 32640



Position Information

Bonus:	yes
Bonus conditions:	A bonus may be awarded at the end of the contract based on exemplary attitude and service. This is not a guaranteed bonus.
Estimated hours per day:	8
Number of days per week:	5
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:	05/05/2017
Latest start date:	05/15/2017
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 a drug test required?	no
Is Skype interview required?	no
Do students complete an additional application upon arrival?	no
Possibility to find a second job in the area	yes
<p>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.</p> <p>You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.</p>	
Additional comments regarding second job:	Employer will give you 40 hours per week but you will work a split shift which will make it hard to have a second job. Must not ask for special scheduling in order to work a 2nd job. Must find your own transportation to any 2nd job that you find.
How soon after arrival will participants begin working?	Day arranged by employer.
Specific instructions for arrival to employer:	Contact employer to see what day is best for them.
Is training required?	yes
Conditions of training:	On the job training.
Is there possibility to change positions?	no
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?

yes

If so, details for clothing:

Employer will provide a t-shirt. You will need to provide your pants or shorts. Be sure to bring closed-toe shoes/tennis shoes.

You must be clean and showered every day you work. Your uniform must be laundered and clean before each shift.

Additional information:

Visitors **MUST** register at the office and **MUST** leave the campground by 10:00PM. Must be able to work on Saturdays and Sundays.

Housing Information

Housing name: KOA - Wisconsin Dells

Housing address: S235A Stand Rock

City: Wisconsin Dells, WI 53965

Fax: 608-254-4177

Contact: 608-254-4177

Email: Jill Brennen

Website: sc.ouse@frontier.net

Housing assisted by: www.wisdellskoa.com

Employer

Is student required to sign a separate housing contract? no

Type of housing: House

Number of people to a room: 2

Bedrooms: 3

Bath: 1

Estimated cost of housing per week: None

Is housing cost deducted from paycheck? no

Is housing deposit required? no

Is housing deposit refundable? no

Utilities included: yes



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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:	Your housing is located on-site.
Additional housing features:	3-bedroom house with full kitchen, bathroom with shower, living with TV, cable, free on-site laundry facilities, linens and kitchenware provided.
Location of work site best described as:	Resort
Location details:	Wisconsin Dells is a tourist community specializing in family summer vacations. It is noted as the waterpark capital of the world. There are many attractions for students to visit while working in Wisconsin Dells. Including but not limited to: magic shows, concerts, water parks and amusement parks.
Average daily temperature:	Summer: High 95F (35C); Low 65F (18C)
Community or regional website:	www.wisdells.com
Nearest cities:	Madison
Distance to nearest cities:	1 hour
What to wear:	Summer: Shorts; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.
Available public transportation:	Taxi
Public transportation access:	On call
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:	yes

You will need to make sure you respect this property and keep it in excellent condition.



Suggested Travel Information

Nearest international airport:	Chicago O'Hare International
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Transportation from airport to employer and / or housing:	Train or Bus
Nearest bus station (to the airport):	CoachUSA
Bus information (web site):	www.coachusa.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:	\$65.00 or more
Transportation to overnight accomodation:	Taxi
Transportations cost:	\$15.00 or more
Specific instructions:	Fly into Chicago O'Hare International. Then take the Coachusa bus to Wisconsin Dells.

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:	They will help students to get to the Social Security office.
Where is the closest Social Security office?	Portage Wisconsin
How far is the Social Security office from the work place?	17 miles
Specific instructions:	Employer will assist.



Welcome Letter
Cultural Homestay International

Wisconsin Dells KOA

S235A Stand Rock Rd.

Wisconsin Dells, WI 53965

Employer contact information:

Jill Brenan

Email : sc.ouse@fronteir.com

Phone : 608-254-4177

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 is located on site and it is FREE! It is a 3-bedroom house with full kitchen, bathroom with shower, living with TV, cable, free on-site laundry facilities, linens and kitchenware provided.

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 Brenan 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