



## CHI WORK AND TRAVEL

255 West End Avenue  
San Rafael, CA 94901 USA

1-800-432-4643 x2  
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

### Job Description

#### EMPLOYER INFORMATION

**Employer Name:** Adventureland Inn  
**Type of Business:** Hotel & Resort  
**Job location:** 3200 ADVENTURELAND DR  
**Location type:** Metropolitan area  
**City:** ALTOONA  
**State:** IA  
**Zip:** 50009  
**Website:** www.adventureland-inn.com

#### Why choose us?

Employee perks (free admission to amusement park), close to Des Moines area, employee appreciation days, Prairie Meadows Racetrack and Casino. We work as a team and respect and appreciate our workers.

#### Cultural exchange activities

The employer and your Program Coordinator will help plan many fun events during the summer: baseball games, movie night at local theater, activities in the park, etc. You can also visit Des Moines and enjoy the great restaurants, visit numerous museums, tour Iowa State Capitol, participate in festivals or the Iowa State Fair, plus much more. Also cities located within a 4 hour drive include: Omaha, Nebraska (Omaha Zoo), Bloomington, Minnesota (Mall of America). and Chicago, Illinois.

#### Position

**Job title:** Housekeeping Inspector  
**Job prerequisites:** Upper Intermediate English.  
**Job description:** You will learn how to properly clean a room so you know how to correctly inspect rooms. Duties include: strip rooms of linens and empty trash ahead of the housekeeper, open unoccupied rooms, assist housekeepers with cleaning rooms, including making beds. Pick up trash and linens from the hallways, and inspect clean rooms once the housekeeper is done. Must be able to stand, sit, bend down low and crawl (to look under beds), and walk for up to 8 hours a day. Must be able to lift and/or push up to 50lb/23kg. There will also be other duties assigned as needed. Must have a great team attitude, and be a dependable, hard working, friendly and very trustworthy and honest individual. You may be cross trained in other areas to assist as needed. Position is for a minimum of 32 hrs per week.  
**English level required:** Upper Intermediate  
**Hourly wage (before taxes):** 9.50  
**Wage comments:**  
**Meals:** No  
**Meals details:** Food is discounted for employees  
**Position ID:** 2107

#### Position Information

**Tips:** no  
**Bonus:** No  
**Bonus comments:**  
**Estimated hours per day:** 6-8



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### Job Description

Number of days per week: 4-6

Overtime: No

Overtime details:

Earliest start date: 5/15/2018

Latest start date: 6/25/2018

Earliest end date: 8/20/2018

Latest end date: 9/20/2018

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Are meals included? No

Is a drug test required? No

Drug test comments:

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](mailto: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 job must be your first priority. A second job cannot interfere with your scheduled hours. Please contact your CHI Program Coordinator, Molly, about the process to get a 2nd job.

When will work begin? Within a day or two of arrival.

Arrival Instructions: Please see Welcome Letter.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: 0

Is uniform refundable? No

Uniform provided details: Employer provides shirt.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Please bring black pants and white or black athletic shoes (closed toe and non-slip soles). Please also bring a black or brown belt.

Grooming: Must be showered, natural hair color, men's hair cannot touch the top of their collared shirt. Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing allowed for women only & no more than two piercings per ear. No ear piercings for men. No facial piercings. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Important points of job: Housekeeping work is one of the hardest jobs. You must be in great physical condition and not have any allergies to cleaning chemicals or lotions.

Additional position information:



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### Job Description

#### Housing Information

**Housing name:** Grandview University (Adventureland Inn)

**Housing address:** 5115 NE 23rd Ave

**City:** PLEASANT HILL

**Phone:**

**Fax:**

**Contact:** Molly Bougger

**Email:** chimolly@chinet.org

**Website:**

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Standard agreement that Grandview will explain to the students.

**Type of housing:** Dormitory

**Number of people to a room:** 2

**Bedrooms:** 1-2

**Bath:** 1

**Cost Type:** Week

**Cost Amount:** \$105.00

**Cost Details:** cost is per student per week

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** No

**Deposit amount:**

**Housing deposit due date:**

**Instructions for deposit payment:**

**Is housing deposit refundable?** No

**Conditions for deposit refund:**

**Utilities included:** Yes

**If so, utilities details:** Water, sewer, garbage, electric, access to WiFi

**Utilities estimated cost per month:**

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** Yes

**Method of transportation from housing to work site:** Public

**Transportation details:** Free DART bus to and from work. Housing is 7 miles (11 km) from Adventureland.

**Additional housing features:**

**Comments:** This just one housing option. Please see housing attachment for other options. The housing at Grandview University is only available from May to August. If you need housing after August, you will need to find another option.



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### Job Description

#### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Very busy resort in Altoona

**Location details:** Des Moines is the capital and the biggest city in the state of Iowa. There are multiple activities available during the summer months including free festivals, miles of trails to walk or bike and outdoor concerts. Altoona is a suburb of Des Moines. You will find the people to be very friendly. Some of the main attractions in Altoona include Adventureland Park & Resort, Prairie Meadows and the Gay Lea Wilson Trail that brings nature to an urban setting. Population of the greater Des Moines: 206,599 / population of Altoona: 14,500

**Average daily temperature:** Summer: High 86 F (30C) ; Low 62 F (16C)

**Community or regional website:** [www.catchdesmoines.com](http://www.catchdesmoines.com)

**Nearest cities:** Chicago, IL

**Distance to nearest cities:** 325 miles (523 km)

**What to wear:** Summer: Light clothing, shorts, t-shirts, light jacket

**Available public transportation:** DART (Des Moines Area Regional Transportation)

**Public transportation access:** [www.ridedart.com](http://www.ridedart.com)

#### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes



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### Job Description

#### Suggested Travel Information

- Nearest international airport:** Des Moines International/O'Hare
- Nearest airport:** Des Moines International/O'Hare
- Transportation from airport to employer and / or housing:** Taxi
- Nearest bus station (to the airport):**
- Bus information (web site):** [www.ridedart.com](http://www.ridedart.com)
- Nearest train information (to the airport):** Osceola Station
- Train information (web site):** NA
- If participant arrives after hours suggested, overnight accomodation:** Adventureland Inn - 1 night only if arriving after hours.
- Cost per night:** \$99 per student for one night only
- Transportation to overnight accomodation:** Taxi or bus
- Transportations cost:** About \$35 taxi ride
- Travel Instructions:** It is important to talk with your Program Coordinator, Molly Bougger, about traveling to America. Some housing locations won't be open on the weekend to allow you to move into them, others close their offices at 5pm. Make sure you talk with her to ensure you know what to expect at the housing you arranged months in advance of coming to the USA. On your first day of work, please head to the resort and ask for Bri Fors. She will get you started on your new hire paperwork.

#### 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:**
- Where is the closest Social Security office?** Des Moines, IA
- How far is the Social Security office from the work place?** 12.5 miles (20 kilometers)
- Specific instructions:** Validate in SEVIS within 3 days of arriving in America. Then wait approx. 10 days before heading to Social Security to apply for your card at: Riverpoint OFC Complex, 455 SW 5th St, Ste F, Des Moines, IA 50309; Telephone:1-800-772-1213; 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!

## **Adventureland Inn**

### Housing Options

Altoona/Des Moines for Summer 2018

### **Altoona Apartments**

#### **Altoona Towers**

Address: 1414-1616 Adventureland Dr, Altoona, IA 50009

Phone number: 515-444-2524

Efficiency \$729 per month, utilities included. ( 1 student per apartment)

1.1 miles to Adventureland Inn.

\*\*Walmart, Hy-Vee (grocery store), Target, Starbucks, restaurants all within a mile of apartments.

#### **Spruce Pointe**

Address: 1000 Adventureland Drive, Altoona, IA 50009

Phone number: 515-444-2542

1 Bedroom ( 2 students per apartment): : \$709-759 per month. \$35 application fee, \$300 deposit. \*\*\*Additional \$100 per month for 3-4 month lease.

1.3 miles to Adventureland Inn

\*\*Walmart, Hy-Vee (grocery store), Target, Starbucks, restaurants all within a mile.

### **Pleasant Hill Apartments**

#### **Golf View Apartments**

Address: 5115 NE 23rd Ave, Pleasant Hill, IA 50327

Phone number: 515-444-2359

- 1 bedroom( 2 students per apartment)-\$900-\$1,000
- 2 bedroom(4 students per apartment)-\$1,100-\$1,200
- 3 bedroom(6 students per apartment) \$1,400-\$1,500

3.3 miles to Adventureland Inn

\*\*Walmart, Hy-Vee(grocery store) Fareway (grocery store), Target, Starbucks, restaurants all within two miles.

#### **Grand View University Dorms--[www.grandview.edu](http://www.grandview.edu)**

Contact: Adam Demers

email: [ademers@grandview.edu](mailto:ademers@grandview.edu)

Address: Grand View University, 1200 Grandview Ave, Des Moines, IA 50316

Phone: 515-263-2800

Furnished apartment style setting with kitchen. \$105 per week.( 4 students per apartment)  
Students can live here from May to the beginning of August. Access to WIFI, Wellness Center,  
students can purchase meal plans.

7.1 miles to Adventureland Inn

\*\*\*Apartments available from May-Aug

\*\*\*fast food, Cash Saver Grocery Store all within a mile.

\*\*\*Free DART(public buses) rides

## Des Moines Apartments

**Des Moines Internship Village (University of Iowa)--<https://desmoines.uiowa.edu/internship-village>**

Contact: Katie Evenson

Email: DM-InternshipVillage@uiowa.edu

Address: 2500 Fleur Dr, Des Moines, IA, 50321

Phone: 515-235-4000

Apartment style setting

- 1 bedroom(2 students per apartment)-\$160 per week
- 2 bedroom(4 students per apartment)-\$210 per week

\$400 deposit

14.6 miles to Adventureland Inn

\*\*\*1 mile from Waterworks Park and Grays Lake Park-swimming, paddle boats, kayak rentals.

\*\*\* 1.5 miles to movie theater, Hy-Vee Grocery store, fast food.

\*\*\*2 miles from downtown Des Moines

\*\*On DART Bus Line

## Links

DART Bus Routes: <https://www.ridedart.com/routes/local>

Des Moines Visitor Bureau: <https://www.catchdesmoines.com>

***At all locations rates are subject to change and availability is on a first come, first serve basis, so please book your reservations in advance.***

***\*Please note CHI is not recommending any businesses and can't be responsible for any choices made by the students.***

***This document is for reference only.***



## WELCOME LETTER Cultural Homestay International

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### Adventureland Inn

3200 Adventureland Drive, Altoona, IA 50009

### Adventureland Park

304 34th Ave. NW, Altoona, IA 50009

<http://www.adventureland-inn.com/>

### Employer contact information

Bri Fors

Email: [bri@adventureland-inn.com](mailto:bri@adventureland-inn.com)

Phone: (515) 957-5702

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Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is Molly Bougger. I am here to help you prepare for your exciting season in Altoona, Iowa, working for Adventureland! 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 already have your visa and 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 me at [chimolly@chinet.org](mailto:chimolly@chinet.org), or my Regional Manager Mary Wolfe ([chimaryw@chinet.org](mailto:chimaryw@chinet.org)) or Regional Manager Assistant, Lindsey Buckle, ([chilindsey@chinet.org](mailto:chilindsey@chinet.org)).

Please join the Facebook group for Altoona students: [Summer 2018 Adventureland Inn](#).

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

Have a safe trip!

Sincerely,

Molly Bougger, Program Coordinator, Western Region

[chimolly@chinet.org](mailto:chimolly@chinet.org)

Facebook please like our page and post your W&T program photos here: [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](http://www.sevis.org) as soon as you know your flights so you can enter your flight information!**

## **2. CONTACT YOUR EMPLOYER**

Your contact person is Bri Fors; you must contact Bri and CHI and let us know your flight information and when EXACTLY you will be arriving!

Whether your job is at the Resort or the Park, you need to contact Bri Fors initially as she will escort you to the park.

Please email Bri immediately at [bri@adventureland-inn.com](mailto:bri@adventureland-inn.com). Please also email your CHI Program Coordinator (listed on first page) with your exact arrival information and to confirm receipt of this letter!

**UNIFORM:** Your employer will provide your work shirts, you are responsible for your pants and tennis shoes. Pants must be black or khaki in color, shoes must be white or black and close-toed. 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. Please see attached housing document. Housing is very difficult to find. You are responsible to start arranging your housing at least 3 months ahead of your arrival. Please contact your program coordinator for a list of options.

## **4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING**

You must take a taxi or shuttle from the airport to your housing in Altoona.

## **5. SEVIS**

Before you arrive in USA- Log in to [www.sevis.org](http://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](http://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!**

## **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:

Riverpoint OFC Complex, 455 SW 5th St, Ste F  
Des Moines, IA 50309  
1-800-772-1213

Social Security Office Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Closed Saturday & Sunday.

**PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!**

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**We look forward to meeting you!!**

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