



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: Bike the Greenway, LLC
Type of Business: Hotel & Resort
Job location: 451 Columbus Ave
Location type: Metropolitan area
City: NEW YORK
State: NY
Zip: 10024
Website: www.bikenewyorkcity.com

Why choose us?

Students will have the opportunity to work outdoors, in and around different New York City parks and interact with guest from all over the world. They will enjoy a fun and high energy atmosphere, while spending their summer in the greatest city in the world.

Cultural exchange activities

Students will have the opportunity to take company sponsored guided bike tours, as well as take advantage of discounts we receive through our travel and tourism partners in New York.

Position

Job title: Customer Service Rep.
Job prerequisites: Social security receipt is needed to begin working. Students must be willing to work weekends.
Job description: Be able to engage potential guests in conversation, in an attempt to find out what they want to see in New York City. Professional, punctual, clean and neat appearance, able to work well with a team. Must be able to work outdoors on your feet for extended period of times. Students will also be responsible for setting up the store each day, moving inventory (bikes) around as well as basic cash handling. Weekends are mandatory.
English level required: Advanced
Hourly wage (before taxes): 11.00
Wage comments:
Position ID: 5577

Position Information

Tips: yes
Bonus: No
Bonus comments:
Estimated hours per day: 8
Number of days per week: 4
Overtime: Yes
Overtime details: 0
Earliest start date: 5/1/2018
Latest start date: 6/1/2018
Earliest end date: 9/1/2018
Latest end date: 10/1/2018



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Job Description

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details:

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

Employer interview details: matt.finelli2

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: Cannot conflict with your schedule at Bike New York City.

When will work begin? After receiving Social Security number.

Arrival Instructions:

Is training required? Yes

Conditions of training: Students will receive on the job training paid at regular hourly rate.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform:

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Students must have sneakers. No open-toed footwear is allowed. Dark colored shorts (blue or black). No facial tattoos or piercings.

Grooming:

Important points of job:

Additional position information: Students must be able to work weekends. Student must have Social Security receipt to begin working.



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Job Description

Housing Information

Housing name: NYC Must Arrange Own

Housing address: 179 MOORE ST

City: Brooklyn

Phone: (347) 276-6032

Fax:

Contact: Millicent Cavanaugh

Email: chicavanaugh@gmail.com

Website:

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? Yes

If so, contract details: Each housing will have its own lease agreement.

Type of housing: Dormitory

Number of people to a room: 3

Bedrooms: 1

Bath: 1

Cost Type: Day

Cost Amount: \$57.00

Cost Details: 3 person room

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date: Upon Arrival

Instructions for deposit payment: Each housing will have its own deposit requirement.

Is housing deposit refundable? No

Conditions for deposit refund: Depends on lease but most will refund if there are no damages

Utilities included: Yes

If so, utilities details: Basic

Utilities estimated cost per month: n/a

Is the housing mandatory? No

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Public

Transportation details: NYC Metro

Additional housing features: There is 24-hour reception, free WiFi throughout the building, a Common Room with FREE computers, linens, refrigerators, microwaves, hairdryers, skype accessories, toasters and central heating/cooling in the rooms, HDTV with satellite and movie nights, free coffee and tea all day

Comments: Please make sure to check on current rates by calling or visiting their website www.nymoorehostel.com 347-227-8634.



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Job Description

Location Area Information

Location type: Metropolitan area

Location of work site best described as:

Location details: NYC is a very big cultural city with lots to do and see. Many historical and cultural sites to visit. Subway, train and buses are main form of transportation. Many restaurants and shops. It is an international city filled with people from all around the world.

Average daily temperature: 90 °F (32 °C), humid

Community or regional website: www.nyc.gov/visitors

Nearest cities: NYC

Distance to nearest cities: 0

What to wear: Summer clothing, sandals, shorts, tank tops.

Available public transportation: Yes

Public transportation access: Yes

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: JFK

Nearest airport: JFK

Transportation from airport to employer and / or housing: Must arrange via shuttle, train, or subway

Nearest bus station (to the airport): MTA

Bus information (web site): www.mta.info

Nearest train information (to the airport): MTA/LIRR Airtrain

Train information (web site): www.mta.info

If participant arrives after hours suggested, overnight accomodation: Jazz hostels

Cost per night: Varies by location of hostel

Transportation to overnight accomodation: Must arrange via shuttle, train, or subway

Transportations cost: Varies by transportation

Travel Instructions: Students must contact your employer once you have arrived to confirm which date and time you will report to work. Please make sure to provide your arrival dates as soon as you have reserved your flights.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place? Yes

Does the company provide Social Security application assistance? No

If so, details:

Where is the closest Social Security office? www.ssa.gov

How far is the Social Security office from the work place?

Specific instructions: Must have Social Security before you can begin working.



OPENING DOORS TO THE WORLD SINCE 1980!

•CULTURAL HOMESTAY INTERNATIONAL•

— A Non-Profit Educational Exchange Program —

Dear Students,

Welcome to CHI's Work & Travel Program! We are all excited to have you join us for your summer holiday and are committed to ensuring that you have an enriching experience in the United States. Print this email & keep it with you AT ALL TIMES. It contains very important information. Please take the time to read all these important points.

Essential Packing items

Smart phone- free wi-fi is everywhere and we do have carriers such as T-Mobile that will do a monthly plan for calls. Americans are very tuned in to email and we will expect you to be on board as we need to communicate with you so if you have one bring it.

Ask mother what her birth last name is. See below you will need it for the SSN

Money- it will take time to get you paid. Have some cash and a debit card to access more funds so you have housing and food.

Bring all documents given to you and your coordinators contact info. Print your insurance card that CHI provided for emergencies.

ARRIVAL INSTRUCTIONS

**** Please email me your international flight itinerary immediately ****

Please travel to the United States prepared to pay cost of travel and for those of you who do not yet have a place to stay, I would suggest you to put some money aside for temporary housing. Also, bring additional money with you to cover the cost of food. There may be a 2 or 3 week delay before you receive your first paycheck from your employer.

ABOUT NEW YORK CITY

Few cities on earth can rival New York City for excitement, diversity and entertainment.

Its theaters, parks, museums and skyscrapers draw millions of tourists each year. Its stores and restaurants overflow with something for every taste. Its universities are

among the finest in the nation. Ride the ferry past the Statue of Liberty, cross the Brooklyn bridge, walk the High Line, or hop on one of the thousands of Citi bicycles and pedal around Manhattan Island and you will quickly feel like a native New Yorker.

There's something for everyone in the five boroughs that make up NYC. No matter where you live there is easy and affordable access to transportation to take you where you want to go. But after a few days in the city you will realize that the best way to discover all the city has to offer is to walk the streets.

You have probably heard that it is expensive to live in New York City. However, without spending much money, you can find something exciting to do every day. This is the city that never sleeps: at every hour of the day and night something fun is going on. It's all here just waiting for you.

When You Arrive

Most likely you will fly into New York City's JFK International Airport or Newark International Airport (see below). After you pick up your luggage you will go through customs/immigration where you must show your passport/visa. They will give you instructions to go online for your I-94 card. This card is VERY IMPORTANT because it indicates your status in the US and you will need it to obtain your Social Security card.

There will also be a security check of your luggage to make sure you are not bringing plants, fruits, seeds, etc. into the county.

As soon as you can, I advise you to go online <http://www.mta.info/maps/submap.html> and look at the NYC subway map. You need to find out which trains you will need to take to arrive at your housing in either Manhattan, the Bronx, Queens, Brooklyn or Staten Island. Except for those of you who will be residing in Queens, you will most likely need to get to Manhattan to transfer to the subway trains to the other boroughs.

Getting to Manhattan

Taxi

If any of you decide to take a taxi from the airport into Manhattan be sure to take a yellow cab as they are licensed and safe. There is a flat fee plus the costs of bridges or tunnels plus an expected tip. This can run you more than \$65.

Shuttle

If you are traveling alone or at night I would suggest you go to customer service in the airport and ask to take a shuttle directly to the Port Authority bus terminal on 42 street and 8th avenue. It will cost about \$20.00 so not much more than above and it is safe. At the terminal you will see signs to the subways.

The Air Train

When you exit immigration, look for signs to reach the Air Train. You need to get on an Air Train to the JAMAICA STATION terminal. You will need to purchase a REGULAR Metrocard and will need to spend a minimum of \$8.50.

At Jamaica Station And On The LIRR

The Jamaica station links the air train to the LIRR, the commuter train to and from Manhattan and Long Island. When you get off the air train go to the exit, make a left turn, and look for 4 elevators on the right. Take any elevator to the LIRR level. Purchase a ticket to Manhattan. Follow the signs to inbound Manhattan and take any train that arrives. Make sure you do not take a train to Brooklyn unless you will be living in Brooklyn and the subway you need stops at the LIRR terminal in Brooklyn. When you arrive at Pennsylvania station (Penn Station) walk up the stairs. You will see a long corridor with stores and there will be signs to a number of subway lines.

At Jamaica Station and On the Subway

The Jamaica Station also links directly to the subway. When you get off the AIR train go out the exit, make a left turn, and look for 4 elevators on the right. Take any elevator to the SUBWAY level. Get off and use your Metrocard to enter the subway. There will be more workers with red vests at Jamaica Station to help you if you need it. Once inside the subway station look for signs for the E to Manhattan. Do not take any other train that arrives. **THE E TRAIN WILL TAKE YOU THROUGH QUEENS AND INTO MANHATTAN.** Inside the E train are maps and displays that will tell you which stop the train has reached and what the next stop will be. There should also be announcements in every car telling you the stop. Depending on the time of day you arrive the E train may be relatively empty or packed with people if you are riding during rush hour. On a packed train your luggage can get knocked over or move easily so again be aware of it.

HOUSING INFORMATION

As mentioned in the past I would like to reiterate that with the NYC job offer you have you must arrange your own housing. Please, make sure you inform me where you will be residing prior to your arrival so that I can help you decide on the choice you've made. I need your housing information for my records so you are in program status. If you have not found housing before arrival you should book a hostel hostelworld.com or go to airbnb.com to look for a temporary place. **DO NOT SHOW UP WITHOUT HOUSING AS IT WILL BE DIFFICULT TO FIND, HIGHLY EXPENSIVE AND A BIG PROBLEM.**

SEVIS

It is mandatory for J1 Visa participants to register all of their information on www.sevis.org, or send an email to CHI at chiwt@chinet.org or call CHI at 1-800-432-4643 and ask for the Work & Travel Department within three (3) days of your arrival.

PLEASE keep in mind; you will not be able to apply for your Social Security Number until you have registered on SEVIS. Also, if you change jobs or change your US housing address, you are required to NOTIFY SEVIS within ten (10) days; even if you are just moving across the street or to a different room! The US government must know where you are at all times.

After you register on SEVIS, you can apply for your Social Security Number so you are legally eligible to work in the United States. I will assist you in applying for your Social Security number after you have arrived to the United States.

Social Security must see your current U.S. immigration documents in order to grant you a Social Security Number.

Your passport with the I-94 form & your DS2019 form, the sponsor letter, & Work permit card are what you need to take with you on this appointment

SOCIAL SECURITY

- Please make sure you that upon your arrival, aside from registering on SEVIS, you are able to inform me that you have made it safely to your housing.

- I would suggest you that as soon as your SEVIS is validated, you head to a Social Security (SS) Office to apply for a Social Security Number (SSN) so that you can start working immediately.

Please refer to the links below to select the SS office of your choice as well as to view the application <http://www.ssa.gov/ssnumber/> scroll to page 5 ***MUST KNOW mothers birth last name

<http://www.simplefilings.com/office/offices-for-new-york>

Have a wonderful & safe trip! Please be sure to keep in regular email contact with me from now until your departure for America. Again, I cannot stress how important it is that you email me your flight information as soon as possible. I am looking forward to working with you during your summer holiday.

Marlene Rodriguez
chimarlene@chinet.org
Program Coordinator

Cost of Living in New York City

New York City is home to three of the top ten areas in the USA with the highest cost of living, according to the Council for Community and Economic Research. Manhattan has the highest cost of living, followed by Brooklyn. Queens ranks number five. Four out of the ten cities with the lowest cost of living are in Texas, according to the index. In Manhattan, the standard of living is more than twice the national average.

Though the labor market may be poised to grow this year, Americans will likely still struggle with low wage growth, potentially placing even more strain on those people living in New York, San Francisco, Washington, D.C. and other high cost cities.

The average cost of living is as follows (in USD plus tax):

- Rent: \$1000 \$5000 per month plus utilities. * Work and Travel participants average from \$350 \$550 per person in shared housing. *
- Food: \$25 \$80 per day per person; \$100 a dinner for 2 for fine dining.
- Taxi: from JFK airport to Manhattan: \$52 plus tolls and tip
- Ferry: One round trip ticket is \$12 per person
- Subway: \$2.50 per ride and up
- Bus: \$2.25 per ride per person
- Transportation pass: \$100 per month, per person; unlimited use.

Disclaimer: By signing this form, I understand the cost of living in New York City and the surrounding boroughs will be very expensive.

Signature

Date