



## 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:** Canyons Collection  
**Type of Business:** Hotel & Resort  
**Job location:** 190 N 300 W  
**Location type:** Rural Area  
**City:** KANAB  
**State:** UT  
**Zip:** 84741  
**Website:** [www.thecanyonscollection.com](http://www.thecanyonscollection.com)

#### Why choose us?

The Canyons Collection is located in the middle of three of the most beautiful national parks. Outdoor, western and the true Americana can be found everywhere. This is the ideal location for anyone hoping to experience the American West. Work family environment.

#### Cultural exchange activities

Outdoor excursions including hiking with the possibility of more adventurous activities. Many Hollywood movies filmed in the area. Zion NP, Bryce Canyons NP, Grand Canyon NP, Best Friends Animal Sanctuary, red rock beauty abounds. Summer festivals. We are excited to share our area with you this summer!

#### Position

**Job title:** Hotel Staff - early arrivals

**Job prerequisites:** Advanced English. Hospitality background preferred.

**Job description:** You may be moved around to these different positions: housekeeping, laundry, front desk, server, restaurant bussers & dishwashers, hospitality. Housekeeping: clean rooms, including bathrooms, toilets and showers, change linens, do laundry, dust, vacuum and empty trash, etc. Front Desk: Will greet guests, handle reservations on computer and on the phone, handle American currency and credit card transactions. Servers: take orders, serve guests food and drinks, maintain excellent customer service throughout the meal (check drinks, clear plates), lift heavy trays and full containers of dirty dishes, carry to kitchen, stock waitress station. Dishwasher: wash pots and pans by hand in very hot water and use dishwashing machine for glasses and cutlery. Must keep kitchen clean at all times. Hospitality background preferred. Your employer will assess your skills and place you in a position that would best fit your skills. You must be flexible about what position you are working at. Must be friendly, like working with the public, approachable and always smiling and helpful to all guests in the hotel. Must be dependable, hard working, friendly and be a very trustworthy and honest individual. Students should get an average of 40 hrs a week working at the hotel and restaurant, but are only guaranteed no less than 32 hrs per week.

**English level required:** Advanced

**Hourly wage (before taxes):** 10.00

**Wage comments:**

**Position ID:** 5607

#### Position Information

**Tips:** possible

**Bonus:** No



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**Bonus comments:**

Estimated hours per day: 7-8

Number of days per week: 4-5

Overtime: No

**Overtime details:**

Earliest start date: 5/2/2018

Latest start date: 5/31/2018

Earliest end date: 8/24/2018

Latest end date: 9/14/2018

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Discounted meal while working on shift.

Is a drug test required? No

**Drug test comments:**

Is employer interview required? No

**Employer interview details:**

Do students complete an additional application upon arrival? No

Possibility to find a second job in the area No

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:** You have the opportunity for additional hours at our restaurant.

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

Arrival Instructions: Please notify your employer of your flights to Las Vegas and the date and time of arrival in St. George so they can arrange to pick you up.

Is training required? Yes

Conditions of training: Within a day or two of arrival.

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 and apron.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Please bring dark, comfortable shoes. Dark or khaki pants. No shorts.

Grooming: Hair must be pulled back at all times and clean. No vulgar visible tattoos. Ear piercing only & no more than two piercings per ear. Facial piercings must be removed during shift. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

**Important points of job:** Must be flexible about position(s) you will be working in.



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## Job Description

Additional position information:

### Housing Information

**Housing name:** Canyons Collection

**Housing address:** 210 W 300 N

**City:** Kanab

**Phone:**

**Fax:**

**Contact:** Rebecca Staples

**Email:** rebecca@glhospitality.com

**Website:**

**Housing assisted by:** Employer

**Is student required to sign a separate housing contract?** No

**If so, contract details:**

**Type of housing:** Dormitory

**Number of people to a room:** 4

**Bedrooms:** 2

**Bath:** 2

**Cost Type:** Month

**Cost Amount:** \$150.00

**Cost Details**

**Is housing cost deducted from paycheck?** Yes

**Is housing deposit required?** Yes

**Deposit amount:** \$100.00

**Housing deposit due date:** upon arrival

**Instructions for deposit payment:** Pay to employer

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** If unit is left clean and free of damage

**Utilities included:** Yes

**If so, utilities details:** Electricity, Water, Garbage, Internet, TV

**Utilities estimated cost per month:** 0

**Is the housing mandatory?** Yes

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

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

**Transportation details:**

**Additional housing features:** Shared kitchen, living space and baths. Dorm style in The Cowboy Bunkhouse.

**Comments:**



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### Job Description

#### Location Area Information

**Location type:** Rural Area

**Location of work site best described as:** Beautiful boutique hotel in small, rural town.

**Location details:** Centrally located between southern Utah's most popular national parks and other scenic destinations, Kanab is the perfect base for any visit to the great southwest. Lake Powell, the Grand Canyon and Zion and Bryce Canyon national parks are an easy drive from Kanab.  
population: 4,400

**Average daily temperature:** Summer: High 86F (30C); Low 53F (12C)

**Community or regional website:** [www.visitkanab.info](http://www.visitkanab.info)

**Nearest cities:** St. George, UT

**Distance to nearest cities:** 80 miles (129K)/ population 74,770

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

**Available public transportation:** none

**Public transportation access:** Walking/bicycle

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

**Food market:** Yes

**Shopping mall:** No

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** No

**Public library:** Yes

#### Suggested Travel Information

**Nearest international airport:** Las Vegas International (LAS)

**Nearest airport:** Las Vegas International (LAS)

**Transportation from airport to employer and / or housing:** Bus Transport

**Nearest bus station (to the airport):** St. George Shuttle Service

**Bus information (web site):** [www.stgshuttle.com](http://www.stgshuttle.com)

**Nearest train information (to the airport):** n/a

**Train information (web site):** n/a

**If participant arrives after hours suggested, overnight accomodation:** May need to stay 1 night depending on shuttle service schedule

**Cost per night:** Varies

**Transportation to overnight accomodation:** Taxi or Uber

**Transportations cost:** Varies

**Travel Instructions:** Students will take a shuttle to St. George, Utah, where their employer will arrange transportation for them to Kanab from St. George.



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#### 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: We will take the students to the Social Security office.

Where is the closest Social Security office? St George, UT

How far is the Social Security office from the work place? 75 miles (121K)

Specific instructions: Upon arrival in America please validate in the database. Then you must wait approx. 10 days before heading to the Social Security office or your application could be denied. The office is located at: 923 S. River Rd #102; Saint George, UT 84790; Phone: 1-866-446-7085; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm; except Federal holidays. Be sure to get a receipt, it is the only proof that you have applied!



CULTURAL HOMESTAY INTERNATIONAL

# Welcome Letter

## WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Mary Wolfe. I am the Regional Manager for the Western Region for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

*Mary Wolfe*

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**Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.**

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### Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- \*If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
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## Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
  - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
  - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
  - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
  - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
  - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
  - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch — keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
  - Stay vigilant in crowds and steer clear of disturbances near you.
  - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
  - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
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## Communicate Your Arrival Information

- Check your email frequently for important information.
- 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 or hostel to stay overnight.
- Do not arrive late at night! You may not be able to get into your housing after 20:00.
- You must contact your CHI representative, to let them know when you will be arriving.
- You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.

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## Student and Exchange Visitor Information System | WWW.SEVIS.ORG

To access [www.sevis.org](http://www.sevis.org), you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N

- You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.
- You are required to access [www.sevis.org](http://www.sevis.org) within three days of arrival into the United States.
- You are required to access [www.sevis.org](http://www.sevis.org), every month following your initial check in, for the duration of your program to complete a monthly report.
- Failure to complete SEVIS check-ins, may result in a participant's negative program status.

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## Arriving at a United States Airport

The following documents you **MUST** have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

### Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
- Wait to check-in on social media or take a selfie until you check you have all your documents.
- You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.

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## Traveling to your Final Destination

- Before you leave your home country map out your trip. [www.rome2rio.com](http://www.rome2rio.com) is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
  - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
  - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
  - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
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## Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into [www.sevis.org](http://www.sevis.org) or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
  - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
  - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
  - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
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## I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

### Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
  - Ensure that the computer you are using is connected to a printer (local library).
  - Go to the <https://i94.cbp.dhs.gov>
  - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
  - Click Submit
  - You must print this document, it is a required document at Social Security
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## Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. **YOU MUST WAIT TO RECEIVE YOUR S STATUS**, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

## Required Documents:

- Valid passport
  - DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
  - I-901 SEVIS fee receipt
  - J-1 Visa
  - I - 94 Form, printed from the internet at your local community library or employer.
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## Second Jobs

- CHI does not provide second jobs.
  - Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
  - A second job may not conflict with your primary CHI position in anyway.
  - If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
  - Failure to have any second job approved may result in a participant's negative program status.
  - Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
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## Health Insurance

**It is required that all participants of Work & Travel obtain health insurance.**

- Your health insurance provider will email your instructions to obtain your insurance card.
  - Do not leave your home country without accessing the health insurance website and printing your card.
  - In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
  - For a basic illness, you will go to a doctors office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
  - For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
  - There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
  - Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.
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## Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
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