



## 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:** Dedham Health and Athletic Club  
**Type of Business:** Athletic Club  
**Job location:** 200 PROVIDENCE HWY  
**Location type:** Suburban area  
**City:** Dedham  
**State:** MA  
**Zip:** 02026  
**Website:** www.dedhamhealth.com

#### Why choose us?

Dedham Health and Athletic Complex sees an increase in summer seasonal traffic, due to the fact that the outdoor pool strictly offered during the summer months.

#### Cultural exchange activities

Dedham is located right outside of the Boston, where there are countless cultural activities. There is ample public transportation to and from the city.

#### Position

**Job title:** Lifeguard

**Job prerequisites:** Must be able to swim 200 yards (183 meters) non-stop, tread water for 1 minute (keep floating). They must pass the online test before they can even come work here. Upper intermediate speaking and reading must pass a lifeguard test in English. Must be okay with being outside in the sun all day.

**Job description:** Lifeguard position for the outdoor pool at the health club. Students must pass a lifeguard certification costing \$260 which can be paid back at \$40.00 per week for 6 weeks. Will have full time employment throughout the summer at a health club pool. Students must also pass an online Lifeguard Certification test BEFORE arriving and bring the Certification to employer on or before May 21st. They can pay \$60.00 initially and the rest of the certificate cost can be taken out during the summer.

**English level required:** Upper Intermediate

**Hourly wage (before taxes):** 11.00

**Wage comments:**

**Meals:** No

**Meals details:**

**Position ID:** 4621

#### Position Information

**Tips:** No

**Bonus:** No

**Bonus comments:**

**Estimated hours per day:** 6-8

**Number of days per week:** 5-7



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### Job Description

Overtime: No

Overtime details:

Earliest start date: 5/15/2018

Latest start date: 5/19/2018

Earliest end date: 8/31/2018

Latest end date: 9/5/2018

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? Yes

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: As long as it doesn't interfere with first job hours.

When will work begin? As soon as possible. Must be able to start work on 5/19/18 for job training.

Arrival Instructions:

Arrive early in the season, must arrive before May 21st and have the online lifeguard certification in hand.

Is training required? Yes

Conditions of training: Lifeguard certification cost \$260. Students must pass to work at Dedham Fitness. Must take an online certification test before arriving to employer. Must pass and have the certificate in hand.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: None

Is uniform refundable? No

Uniform provided details: Uniform is provided cost free.

Do students need to purchase specific clothes or footwear? No

If so, details for clothing:

Grooming:

Important points of job: Must take an online certification test before arriving to employer. Must pass and have the certificate in hand. Must be able to swim 200 yards (183 meters) non-stop, tread water for 1 minute (keep floating).

Additional position information:



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### Job Description

#### Housing Information

**Housing name:** Janina Trujillo-Boston Housing Lead

**Housing address:** 34 BUSINESS ST

**City:** Hyde Park

**Phone:**

**Fax:**

**Contact:** Janina Trujillo

**Email:** jtrujillo37@hotmail.com

**Website:**

**Housing assisted by:** Must Arrange Own

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

**If so, contract details:** Contract Provided Upon Arrival

**Type of housing:** House

**Number of people to a room:** 2-6

**Bedrooms:** 4

**Bath:** 1.5

**Cost Type:** Week

**Cost Amount:** \$135.00

**Cost Details**

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

**Is housing deposit required?** Yes

**Deposit amount:** 300

**Housing deposit due date:** Upon Arrival

**Instructions for deposit payment:**

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** The deposit is refundable as long as the students leave the bedrooms in the same condition that they came into them.

**Utilities included:** Yes

**If so, utilities details:** Yes Utilities are included. If the students have computers they may use the wifi password

**Utilities estimated cost per month:**

**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:**

**Additional housing features:** Bedrooms are furnished with single beds, sheets, and blankets, and pillow.

**Comments:** Communication is important for a peaceful household.



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### Job Description

#### Location Area Information

**Location type:** Suburban area

**Location of work site best described as:** Located in a city area right outside of the city of Boston.

**Location details:** Dedham is located just outside of Boston and is a short bus or train ride into downtown Boston. There is a lot to do in Boston during the summer - festivals, sporting events, concerts, museums lots of tourists and fun. NYC is also a quick bus ride away.

**Average daily temperature:** 60-100 F

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

**Nearest cities:** Boston

**Distance to nearest cities:** 30 minutes by bus/car

**What to wear:** Bring shorts, bathing suits to warm jacket and rain coat.

**Available public transportation:** MBTA

**Public transportation access:** Accessible.

#### 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:** Boston Logan International Airport

**Nearest airport:** Boston

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

**Nearest bus station (to the airport):**

**Bus information (web site):**

**Nearest train information (to the airport):** MBTA

**Train information (web site):** www.mbta.com

**If participant arrives after hours suggested, overnight accomodation:** hihostel.com

**Cost per night:** \$50-150

**Transportation to overnight accomodation:** Bus/Taxi/Train

**Transportations cost:** Varies

**Travel Instructions:** Arrive with proper notice.

#### 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:** Open weekdays 9-3 except on Wednesday only 9-12. Closed weekends and holidays.

**Where is the closest Social Security office?** 1 Edgewater Road, Unit 102, Norwood, MA

**How far is the Social Security office from the work place?** 35 minutes

**Specific instructions:** Students will be able to take mass transit to Social Security office.

**WELCOME LETTER**  
**Cultural Homestay International**

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**Dedham Health and Athletic Clubs**  
200 Providence Highway, Dedham, MA 02026

**Employer contact information**

Stephen Lempert  
Email: [slempert@dedhamhealth.com](mailto:slempert@dedhamhealth.com)  
Phone: 617-921-4786

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Hello Participants,

My name is Kathryn Howard, and I am your local Program Coordinator through Cultural Homestay International. You can reach me at [chikathryn@chinet.org](mailto:chikathryn@chinet.org). I will be helping you prepare for your exciting summer in **Dedham, Massachusetts** working for the **Dedham Athletic Club**! 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 WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

**This letter will describe the following:**

1. Things to review before departure
2. How to contact your employer
3. Where you will be living
4. How to get to your housing from the airport  
(*will also be emailed to you w/ housing info*)
5. Validating your status in SEVIS
6. Where to apply for a Social Security number

**Keep in mind, the I-94 is an electronic document that needs to be printed and taken to social security with you.**

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

Sincerely,  
Kathryn Howard  
Cultural Homestay International  
Employment Services Manager  
New England Region  
**Friend Me!** <https://www.facebook.com/chikathrynhoward>

**Facebook:** LIKE us on [CHI Work and Travel at New England and Great Lakes 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**

The contact person is **Stephen Lempert**; you must contact **Stephen** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **Stephen** immediately at [slempert@dedhamhealth.com](mailto:slempert@dedhamhealth.com) .

You must first check into your housing. Meet with your housing manager, and bring your luggage to your room. **DO NOT ARRIVE AT YOUR JOB WITH YOUR LUGGAGE OR YOU WILL BE SENT TO HOUSING.** Your housing will be close the Dedham Athletic Club. You can walk, take public transportation, or purchase a bike in order to reach your work site.

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

### **Boston Logan Airport Arrival:**

While flights into Boston may be more expensive than NYC airports, you will SAVE money and time when trying to reach Dedham from this airport! THIS IS THE RECOMMENDED ROUTE. If you fly into New York you will have to take a shuttle to the Port Authority Bus Station and take the Peter Pan Bus line ([www.peterpanbus.com](http://www.peterpanbus.com)) to Boston Logan International and then use the following instructions. After arriving in Boston you can take a cab for about \$40 to your housing. You will have the address before you arrive. I can also get you instructions for public transportation as soon as your housing is confirmed.

### **IMPORTANT:**

**Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 9:00pm, you may need to stay overnight and travel the following day.**

**See [www.bostonhostel.org](http://www.bostonhostel.org); [www.hiboston.org](http://www.hiboston.org); [www.hostels.com](http://www.hostels.com) for hostel options.**

## **4. 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). 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 for log-in instruction. There are serious consequences if you do not validate your visa, beginning with a cancellation of your visa, so please do it as soon as possible.
- d. **Log back in to Servis after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

## **5. APPLYING FOR A SOCIAL SECURITY NUMBER**

- **Validate your Visas in SEVIS.**
- **Then wait 10 days and visit the closest social security office is:**

**ONE EDGEWATER DRIVE  
SUITE 102  
NORWOOD, MA 02062**

FROM I-95 TAKE EXIT 11B NEPONSET STREET/NORWOOD. FOLLOW TO DEAN STREET. TAKE DEAN STREET TO THE ROUTE 1 INTERSECTION. TAKE A LEFT ONTO ROUTE 1 SOUTH. EDGEWATER IS THE 1ST RIGHT AFTER THE FRIENDLY'S RESTAURANT.

**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!**

7. 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 a 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. Participants must consult with CHI before taking any action to leave their job