



## 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:** Palace Playland

**Type of Business:** Amusement Park

**Job location:** 1 OLD ORCHARD ST

**Location type:** Beach town

**City:** OLD ORCHD BCH

**State:** ME

**Zip:** 04064

**Website:** www.palaceplayland.com

#### Why choose us?

Palace Playland is a beachfront amusement park in Old Orchard Beach Maine. We are a beautiful small town with local live music and food all summer. We have 7 miles of sandy beach and many relaxing parks within walking distance to enjoy on your down time. During the summer there are many events in Old Orchard Beach including triathlons, beach volley ball, surfing, a collegiate baseball team and more! As an employee of Palace Playland you get to enjoy free passes to our Amusement Park and discounts to others in the region. We offer an end of summer bonus and employee weekly bonus opportunities. Please see our flyer for more details!

#### Cultural exchange activities

Old Orchard Beach has been welcoming tourists and families to its beautiful sand beach for over 170 years. Families love all of the family-friendly activities and amusement parks including the veritable beachfront Palace Playland Park. There is nightly entertainment including dancing at the end of the Pier, plus weekly fireworks and concerts, world-class golf, fabulous fishing, whale watch tours, bird-watching and so much more. Old Orchard's Pier is the center of the recreational offerings. Extending nearly 500 feet over the Atlantic Ocean, the Pier features shops, eateries, games of skill, and nightlife. For additional information about the area's lodging, dining, attractions, and shopping, visit the Old Orchard Beach Chamber of Commerce web site.

#### Position

**Job title:** Ride Operator - May Arrival

**Job prerequisites:** Must be willing and able to work outdoors.

**\*\*Important\*\***

For the first 4-6 weeks, you will work in the Amusement Park as a Ride Operator only on the weekends. During this time, you will be assisting the Housing Manager in preparing the Dormitory for the arriving occupants. You will help with cleaning, laundry, grounds keeping and any other task assigned by the Housing Manager. This housing work is supplemental to your limited ride operator hours only for the first 4-6 weeks.

Once the park opens 7 days a week in early June you will work as a Ride Operator only.

**Job description:**



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Please read carefully. Under general supervision, the Ride Operator is responsible for the proper operation of amusement rides and attractions including assisting guests in loading and unloading of ride and restraining systems, operating the ride using control panels, communicating safety instructions, and observing the ride while in motion. The Ride Operator will also be enforcing all park policies and safety guidelines in accordance with Palace Playland's Policies and Procedures. This is a great, customer facing position. Must possess a positive attitude, willingness to work outdoors and commit to the contract end date.

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Once the park opens 7 days a week in early June you will work as a Ride Operator only.

English level required: Intermediate

Hourly wage (before taxes): 11.00

Wage comments: Students may be eligible for a bonus at the end of the season. No guarantee.

Position ID: 8103

### Position Information

Tips: no

Bonus: No

Bonus comments:

Estimated hours per day: 4-7

Number of days per week: 4-6

Overtime: No

Overtime details:

Earliest start date: 5/1/2019

Latest start date: 5/21/2019

Earliest end date: 8/31/2019

Latest end date: 9/3/2019

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? No

Employer interview details: Employer would like to give final say.

Do students complete an additional application upon arrival? No

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



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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:** Excellent job opportunities in housekeeping and restaurants.

**When will work begin?** As soon as possible.

**Arrival Instructions:** Please arrive mid week. You must contact your employer and housing person with exact time and date of your arrival so they could assist you with checking into your new summer home. This is very important.

**Is training required?** Yes

**Conditions of training:** Paid Training

**Is there possibility to change positions?** No

**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** 1st shirt is free

**Is uniform refundable?** No

**Uniform provided details:** First shirt is free, then \$10 per additional shirts, \$15 per jacket.

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** Please bring tan shorts or pants. No open-toed shoes. Please bring comfortable sneakers since you might be standing all time during your shift.

**Grooming:** No facial piercing or loose hair while in uniform.

**Important points of job:** This is an outdoor amusement park on the beach. Park may close early due to inclement weather. Hours may vary due to this. This is an entry level job with a lot of responsibility. Students need to stay engaged and alert even during down time.

**Additional position information:**



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### Job Description

#### Housing Information

**Housing name:** Palace Playland Housing

**Housing address:** 76 MILLIKEN ST

**City:** OLD ORCHD BCH

**Phone:** (207) 205-4447

**Fax:**

**Contact:** Kim Varney

**Email:** kim.lmrealestate@gmail.com

**Website:**

**Housing assisted by:** Employer

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

**If so, contract details:** Rental agreement and housing rules.

**Type of housing:** Dormitory

**Number of people to a room:** 3

**Bedrooms:** 1

**Bath:** 1

**Cost Type:** Week

**Cost Amount:** \$120.00

**Cost Details**

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

**Is housing deposit required?** Yes

**Deposit amount:** 100

**Housing deposit due date:** Upon Arrival

**Instructions for deposit payment:**

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** Deposit is refundable and it will be returned in the case there is no damage done to the property and the housing rules are respected in full.

**Utilities included:** Yes

**If so, utilities details:** All utilities are included.

**Utilities estimated cost per month:**

**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:**

**Additional housing features:**

**Comments:**



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#### Location Area Information

**Location type:** Beach town

**Location of work site best described as:**

**Location details:** Located on the coast of Maine in a resort community.

Our seaside community boasts a diverse and large population of up to 75,000 in the summer as it hosts vacationers from all over the United States but primarily from New England and the mid-Atlantic states, Canada and Europe looking to enjoy our miles-long stretch of fine beach, clean ocean water and all the attractions that both Old Orchard Beach and the surrounding City of Portland have to offer.

**Average daily temperature:** May- 45-70°F June-Sept 60-100\*

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

**Nearest cities:** Portland, Maine

**Distance to nearest cities:** 20 minutes by train

**What to wear:** Bring shorts, pants, jackets, t-shirts, lighter jacket, bathing suit, sweatshirt.

**Available public transportation:** Bus, train

**Public transportation access:** Accessible.

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

**Food market:** Yes

**Shopping mall:** No

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** No

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes

#### Suggested Travel Information

**Nearest international airport:** Boston, Logan Airport

**Nearest airport:** Portland, Maine

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

**Nearest bus station (to the airport):** Concord Coach Lines

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

**Nearest train information (to the airport):** Amtrak Downeaster

**Train information (web site):** [www.amtrakdowneaster.com](http://www.amtrakdowneaster.com)

**If participant arrives after hours suggested, overnight accomodation:** Portland or Boston

**accomodation:**

**Cost per night:** Varies

**Transportation to overnight accomodation:** Taxi

**Transportations cost:** \$25-50

**Travel Instructions:** See Welcome Letter for detailed travel instructions.



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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: Students will have to take a bus to the Social Security office in Saco.

Where is the closest Social Security office? Saco, Maine

How far is the Social Security office from the work place? 15-20 minutes by bus

Specific instructions: See Welcome Letter for detailed Social Security instructions.



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

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**Palace Playland**

1 Old Orchard Street,  
Old Orchard Beach, ME 04064

**Employer contact information**

Meagan Allen  
Email : meagan@palaceplayland.com  
Phone : (207) 934-2001

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Hello everyone!

By now everyone has been assigned a job, and received your DS FORM. Please make sure that your name and birth day are correct!

\* If you have not yet purchased a plane ticket, you should do so as soon as possible. **Let CHI - coordinator 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!**

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 an electronic document that needs to be printed and taken to social security with you.**

If you have questions about HOUSING or TRANSPORTATION, please don't hesitate to contact us at Tijana Lawson at [chitijana@chinet.com](mailto:chitijana@chinet.com)

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

Welcome to Old Orchard Beach and have a safe trip!

Sincerely,

Tijana Lawson  
Program Coordinator  
Cultural Homestay International  
New England 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 and CHI coordinator 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

At Palace Playland your employer contact person is Meagan Allen. Please email Meagan immediately at [meagan@palaceplayland.com](mailto:meagan@palaceplayland.com) and let us know your flight information and when EXACTLY you will be arriving! Please also email Tijana at [chitijana@chinet.org](mailto:chitijana@chinet.org) with your exact arrival information and to confirm receipt of this letter!

At Work:

- Please go behind the Arcade, Entrance (Purple Door) to Employment Office (there is a sign above the door). There you will fill out your paperwork.
- Bring passport, J-1 visa, job offer, DS 2019, sponsorship letter
- Bring several pairs of tan pants and shorts ( to knee).
- Comfortable sneakers or shoes only, no open toe shoes, no flip flops.
- Shirts will be provided.
- Arrive neat and clean ready to work with public.
- A locker will be provided (bring lock)
- Sun block and water bottle are suggested to bring.
- This is your contract job and your schedule must be considered first, if hunting for second job.

Please confirm via e mail with your program coordinator ([chitijana@chinet.org](mailto:chitijana@chinet.org)) that you understand that when it rains you may be sent home early resulting in a reduction of hours.

## 3. HOUSING: To be announced. Please contact your coordinator for your housing information.

Please Email your housing person with your arrival information!!!



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

##### Portland International Jetport (PWM)

After arriving at Portland Jetport, you could take a taxi to your housing(\$50-\$70). Please make sure you confirm your arrival information with your housing person, so they could assist you to check in your housing and they even might be able to pick you up from the airport.

##### Boston Logan Airport Arrival:

From the airport terminal, take **FREE SHUTTLE** to the BLUE LINE "Airport" Subway Station. Take the BLUE LINE in the direction of "Bowdoin" to GOVERNMENT CENTER. Get off and transfer to the **GREEN LINE** toward "Lechmere." Ride for TWO STOPS and get off at **NORTH STATION**. This ride will cost you \$2.00.

Or you may take a taxi from Boston Logan Airport to North Station.\*This will cost you at least \$20-30US .

AT NORTH STATION buy a ticket on **AMTRAK's Downeaster** train to Old Orchard Beach, ME. Check [www.amtrak.com](http://www.amtrak.com) for a schedule and fares. There are 5 trains every day, you can see the schedule on the website (make sure you enter Boston North Station and Old Orchard Beach, ME) and the cost is \$24.

Please make sure your housing person know when exactly will arrive at Old Orchard Beach. Most of the housing person can meet you at the Old Orchard beach train station and bring you to your housing.

If you couldn't make the 5:40 pm train, please stay in Boston for a night and head to Old Orchard Beach the next day.

Also you have bus **Concord Coach Lines** that goes directly from Boston Logan Airport from Terminal E to Portland bus station, you can ask for more information on information desk on airport when you arrive or check schedule [www.concordcoachlines.com](http://www.concordcoachlines.com) . Cost of the ticket is 29\$. It takes around 2 hours from Boston to Portland and you can take a cab after that to Old Orchard Beach!\*This ride will cost you \$35-\$50US.

##### New York City JFK Arrival:

Book a connecting flight through JET BLUE ([www.jetblue.com](http://www.jetblue.com)) to PORTLAND INTERNATIONAL JETPORT (PWM) costs about \$100 US and takes about 1 hour. After you arrive at Portland, ME, you could get a taxi for \$35 to \$50 to your housing.

Please make sure you confirm your arrival information with your housing person, so they could assist you to check in your housing and they even might be able to pick you up from the airport.

**IMPORTANT:**

**Please remember if you will not be able to make it to your housing during 8:00 AM 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 in Boston.**

## **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) 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 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 10 days and visit the closest social security office**

SOCIAL SECURITY OFFICE  
SUITE 1450, 110 Main St., SACO, ME 04072  
1(603)433-0716

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. IMPORTANT CHI POLICY**

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.

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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.**