



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: Evelyn Hill - Liberty Island & Ellis Island - NY

DBA:

Type of Business: Concession/Food Service

Job location: 1 LIBERTY IS

Location type: Metropolitan area

City: NEW YORK

State: NY

Zip: 10004

Website: www.statueofliberty.org www.ellisland.com

Why choose us?

Interested in working at the most recognizable icon in America, The Statue of Liberty and Ellis Island?

Do you want to be part of history?

There is only one Statue of Liberty and Ellis Island in the world, where people from around the world come to see. For them it could be a once in a lifetime experience and you could be part of that experience. As a member of our team you will have the opportunity to learn and see new cultures from around the world and to help create those once in a lifetime experiences.

Do you want to create a great experience?

Being part of Evelyn Hill Family you will have the chance to make the experience of coming to the Statue of Liberty and Ellis Island even more memorable by providing that friendly service with a smile to every guest that comes to visit. You are part of the Experience that they take home with them.

Cultural exchange activities

A densely populated metropolis nearly half of whose residents were born outside the USA, New York City really embraces the term "melting pot." Every corner of the world is packed into the Big Apple's five boroughs, from vibrant enclaves such as Little Guyana in Queens and midtown's Koreatown to lower Manhattan's bustling Chinatown and Little Italy. The city wears its history of welcoming outsiders with pride. Attractions include the Statue of Liberty and Ellis Island, Brooklyn Heights (America's first suburb), Coney Island, Prospect Park, Flushing Meadows-Corona Park, the Bronx Zoo, and the New York Botanical Garden, to name a few.

Position

Job title: Food Service, Gift Shop Worker, Maintenance - Early

- Job prerequisites:**
1. Advanced English
 2. Participants must be outgoing and willing to clean and remove rubbish
 4. Participants flexible, open to commuting to work by ferry and understand NYC has a very high cost of living
 5. Students must be comfortable in an urban/city environment
 6. Students will be required to work on peak business days, Friday, Saturday, and Sunday
 7. Students must arrange their own housing
 8. Basic math skills; must be familiar with U.S. currency prior to arriving

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Job Description

Please be flexible and remember we hire for positions we have available at any given time and might not be your first choice.

Food Service: Crown Café and Ellis Café

Our Cafes offer delicious fresh food, made daily with a focus on organic and locally-sourced ingredients. The Food and Beverage department is a great place to gain knowledge in the hospitality industry while working in one of the most recognizable places on earth. The Cafe offers positions that are all dedicated to making our guests have the most memorable experience. With six locations within the park and positions available in front-line service, kitchen staff, bussing, and cashiers.

Retail: Statue of Liberty Gift Pavilion, USA Store or Ellis Gift Shop

Do you love to smile and talk to people? The Statue of Liberty is one of the most recognizable places on earth. Our Team of Associates will be working in one of our three gift shops around the two islands and help our guests from around the world find that perfect souvenir that will remind them of the wonderful experiences they had at The Statue of Liberty and Ellis Island National Monuments. Previous Retail experience is a plus but not required, along with excellent guest service skills and attention to detail.

Maintenance

Are you an outsider type of person then maybe this is a position for you? Our Maintenance staff does everything from managing the recycling, removing waste, cleaning, and maintaining our areas on both islands. This is part of the visual experience of a guest, how great and clean the areas look.

English level required: Advanced
Hourly wage (before taxes): 15.00
Wage comments:
Position ID: 14246

Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Per Week

Number of days per week: Varies

Overtime: Slight

Overtime details:

Earliest start date: 5/3/2021

Latest start date: 5/24/2021

Earliest end date: 8/23/2021

Latest end date: 9/20/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Lunch is provided.



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Is a drug test required? Yes

Drug test comments: Applicants/employees may be subject to pre-employment, random, reasonable cause and/or post-accident drug testing.

Is employer interview required? Yes

Employer interview details: A virtual interview with the Vice President of Operations is required. Skype ID: mdaddycox

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: Participants wishing to obtain a second job should understand it will be difficult. Evelyn Hill's island location requires the participant to ride a scheduled ferry to and from work. The schedule at Evelyn Hill is not fixed. Evelyn Hill is a once in a lifetime opportunity and should be the participant's priority.

Second jobs must NOT conflict with the primary job schedule. Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. Working without authorization may jeopardize your Work & Travel program. A second job offer and instructions will be provided in your Welcome Letter. Your CHI program coordinator is always available to help you with this process.

When will work begin? Your official start date will be scheduled once you arrive to the employer.

Arrival Instructions: Participants will receive a date to begin paid training as soon as they arrive. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule. Participants who failed to forward their passport, visa, and DS form to the employer to obtain an employee ID prior to departing their home country will have significant start delays.

Is training required? Yes

Conditions of training: Training paid at the hourly rate. Students may be trained in several different positions. Training may take up to two weeks. Students may not receive full hours until the training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or fewer hours. Participants should expect to have lower hours during the first two weeks of training. Some days will be slower than others. Students will be required to work on peak business days, Friday, Saturday, and Sundays.

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:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: For personal safety and to avoid injury if you drop sharp or hot objects on your footwear, participants should purchase a closed-toed, black, slip-resistant athletic shoe.

Grooming: In the United States, culturally, you must shower daily and use antiperspirant. No visible tattoos. Keep earrings small or moderately sized. No visible piercings (including no tongue



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rings). Any other jewelry, such as necklaces, must not be a health or safety hazard and must be worn under clothing. Please make sure your fingernails are clean, well-manicured, and of either short or moderate length. Natural color hair a must.

Important points of job: Upon hire, you must complete an additional application. Once a visa is received and prior to leaving your home country, you must forward a copy of your passport, visa, and DS form to the employer. Failure to do so will result in delays to your start date.

Additional position information: Participants who are unable to work with pork or have allergies to food or chemicals should disclose this in their interview. Prior to arrival, participants should forward a copy of their passport, visa, and DS form. Upon arrival, participants will be assigned to either Ellis Island or Liberty Island. Participants will be required to work on peak business days, Friday, Saturday, and Sundays. Must have physical ability to lift and carry 22kgs, manual dexterity, bend, stoop, twist, reach, and stand for long periods of time. Take action to resolve complaints of guests. Inform managers of accidents, safety hazards. Operate, sanitize sharp equipment in a safe manner. Basic math skills. Multi-task in a very fast-paced environment. Support, encourage, respect colleagues. Provide courteous, friendly, efficient customer service. Team Player.



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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: Marlene Rodriguez

Email: chimarlene@chinet.org

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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Location Area Information

Location type: Metropolitan area

Location of work site best described as: Liberty Island is an island in Upper New York Bay. Requiring commuting on a ferry.

Location details: New York is a city of nicknames, the Big Apple, The City That Never Sleeps, Empire City, The City So Nice They Named It Twice, Gotham. A metropolis, which is a significant economic, political, and cultural center for the United States, and an important hub for regional or international connections, commerce, and communications.

Average daily temperature: 18 - 37 C | 64 - 99 F (Summer)

Community or regional website: www.nyc.gov | www.nycgo.com

Nearest cities: New York City

Distance to nearest cities:

What to wear: The summer is cool to hot and humid. Sweatshirts & jeans for May and early June. Short pants, t-shirts & do not forget a bathing suit.

Available public transportation: Uber, Taxi, MTA New York City Transit

Public transportation access: Excellent

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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Suggested Travel Information

- Nearest international airport:** John F. Kennedy International (JFK), LaGuardia (LGA), Newark Liberty International (EWR)
- Nearest airport:** John F. Kennedy International (JFK), LaGuardia (LGA), Newark Liberty International (EWR)
- Transportation from airport to employer and / or housing:** Train, Bus, or Taxi, www.rome2rio.com
- Nearest bus station (to the airport):** Port Authority Bus Terminal, 625 8th Ave, New York, NY 10018
- Bus information (web site):** tripplanner.mta.info, www.nycgo.com/transportation
- Nearest train information (to the airport):** Pennsylvania Station
- Train information (web site):** tripplanner.mta.info, www.nycgo.com/transportation
- If participant arrives after hours suggested, overnight accomodation:** www.nymoorehostel.com, www.hostelworld.com
- Cost per night:** \$70 +
- Transportation to overnight accomodation:** Train, Bus, or Taxi, www.rome2rio.com
- Transportations cost:** \$40 +
- Travel Instructions:** ripplanner.mta.info
www.nycgo.com/transportation
www.rome2rio.com

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 public transportation to a U.S. Social Security Card Center. Make certain to go to a card center office. Directions www.rome2rio.com. You do not have to wait for your card to arrive to begin working, but it is the student's obligation to "promptly" show their SS card to the employer upon receipt.
- Where is the closest Social Security office?** U.S. Social Security Card Center New York, NY
- How far is the Social Security office from the work place?** Varies | To locate the nearest card center to your housing. <https://secure.ssa.gov/>
- Specific instructions:** Manhattan U.S. Social Security Card Center
123 William St 3rd floor,
New York, NY 10038

MON: 09:00 AM - 04:00 PM
TUES: 09:00 AM - 04:00 PM
WED: 09:00 AM - 12:00 PM
THUR: 09:00 AM - 04:00 PM
FRI: 09:00 AM - 04:00 PM
SAT & SUN: CLOSED



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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 Jennifer Campbell. I am the Regional Manager for the Mid - Atlantic & Ohio Regions 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,

Jennifer Campbell

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.

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.
-

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.
-

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 to enter your flight information, as soon as you book your ticket.
-

Student and Exchange Visitor Information System (SEVIS) | wt.chinet.org

- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.
 - You are required to access wt.chinet.org within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the wt.chinet.org portal.
 - You are required to access wt.chinet.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.
-

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.
-

Traveling to your Final Destination

- Before you leave your home country map out your trip. 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.)
-

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 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.
-

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
-

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.
-

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.
-

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.
-

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.
-



Cost of Living Acknowledgment Form

New York, New York

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. In Manhattan, the standard of living is more than twice the national average. Cultural Homestay International, in order to be transparent has prepared an example guide.

*This is only a guide, exchange rates are subject to fluctuation.

Food	US Dollars	Thai Baht
Lunchtime menu in the business district	\$17	538 ฿
Combo meal in fast food restaurant (Big Mac Meal or similar)	\$9	290 ฿
1/2 Kg (1 lb.) of boneless chicken breast	\$6.00	197 ฿
1 liter (1 qt.) of whole fat milk	\$1.20	38 ฿
12 eggs, large	\$4.56	144 ฿
1 kg (2 lb.) of tomatoes	\$5.97	189 ฿
500 gr (16 oz.) of local cheese	\$9.00	285 ฿
1 kg (2 lb.) of apples	\$4.55	144 ฿
2 kg (4,5 lb.) of potatoes	\$2.08	66 ฿
2 liters of Coca-Cola	\$2.36	74 ฿
Bread for 2 people for 1 day	\$2.92	92 ฿
Housing		
Monthly Rent Shared Room Up to 5 People	\$500 - \$600	15590 ฿ - 21826 ฿
Laundry detergent (3 l. ~ 100 oz.)	\$12	377 ฿
Internet	\$54	1,711 ฿
T-Mobile Pre-Paid Plan	\$25	779 ฿
Clothes		
1 pair of jeans (Levis 501 or similar)	\$61	1,643 ฿
1 summer dress in a chain store (Zara, H&M, ...)	\$42	1,260 ฿
1 pair of sport shoes (Nike, Adidas, or similar)	\$80	2,712 ฿
1 pair of leather business shoes	\$118	2,467 ฿
Transportation - 30-Day Unlimited Card	\$127	3959 ฿
Taxi trip on a business day, basic tariff, 8 Km. (5 miles)	\$22	319 ฿
Personal Care		
Medicine against cold for 6 days (Frenadol, Coldrex, ...)	\$9	281 ฿
1 box of 32 tampons (Tampax, OB, ...)	\$9	281 ฿
Deodorant, roll-on (50ml ~ 1.5 oz.)	\$4.43	140 ฿
Hair shampoo 2-in-1 (400 ml ~ 12 oz.)	\$7.00	226 ฿
4 rolls of toilet paper	\$4.75	150 ฿
Tube of toothpaste	\$2.08	66 ฿
Entertainment		
Basic dinner out for two in neighborhood pub	\$60	1,879 ฿
2 tickets to the movies	\$35	1,107 ฿
1 month of gym membership	\$103	2,512 ฿
Cappuccino	\$4.95	156 ฿



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

Student's Name:

Date Signed:
