



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: Huttopia
DBA: Huttopia Southern Maine and White Mountains
Type of Business: Hotel & Resort
Job location: 149 Sand Pond Rd
Location type: Small town community
City: Sanford
State: ME
Zip: 04073
Website: <https://canada-usa.huttopia.com/en/>

Why choose us?

Location 1- Huttopia White Mountains New Hampshire welcomes you on the banks of a lake, in a beautiful forest crossed by two pretty streams. Unwind and enjoy the Huttopia experience, less than 2.5 hours from Boston and 10 mins from North Conway.

Location 2-There's nothing quite like the southern coastal area of Maine. It may be a relatively short drive from most of New England, but it's far from ordinary. There are beaches and inlets to explore, thick pine forests, one-of-a-kind treasures and crafts, and much more – and located in the heart of it all is Huttopia Southern Maine.

Cultural exchange activities

Southern Maine is a great location for exploring the coast, mountains, and quintessential New England towns. The White Mountains in New Hampshire is an awesome location exploring the remote areas in the woods and to be in nature. Both locations are near Boston.

Position

Job title: Receptionist
Job prerequisites: Must have strong interpersonal and listening skills and be proficient in English (verbal and written). Must be able to stand for the entire shift.
Job description: You are responsible for booking and managing reservations using their internal software. Assisting guest during check-ins and check-outs, managing payments and cash. Actively participating in management meetings, answering guests inquiries and providing tips and advice on current activities in the region. Ensuring proper communications with the maintenance, restaurant, and housekeeping teams, and performing all other related tasks.
English level required: Advanced
Hourly wage (before taxes): 15.00
Wage comments: \$15.00/hr
Position ID: 16257

Position Information

Tips: No
Bonus: No
Bonus comments:
Estimated hours per day: 32 Hours Per Week
Number of days per week: Varies
Overtime: No



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Overtime details:

Earliest start date: 5/1/2022
Latest start date: 6/25/2022
Earliest end date: 8/30/2022
Latest end date: 10/31/2022

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: There is a discount on meals while on shift. Please contact the employer for more details.

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 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:

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

Arrival Instructions: Your official start date will be scheduled once you arrive at the employer. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule.

Is training required? Yes

Conditions of training: Training at your assigned store is paid at the hourly rate. 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 less hours. Participants should expect to have less hours during the first two weeks of training. 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 culture you must shower daily and use antiperspirants. Visible tattoos are permitted as they don't contain objectionable words or imagery. Please make sure your fingernails are clean, well-manicured and of either short or moderate length. Any employee with long hair must have it up and off their shoulders.



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Important points of job: Having a good personality and being able to communicate with the public.

Additional position information: Physically able to work long hours standing in sun, wind, and heat. Flexible and willing to do all tasks requested by management. You are required to work Friday, Saturday, Sunday. This is an outdoor position, weather can affect hours. The minimum hours are 32, however, you may work more due to increased guest visitation.



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Job Description

Housing Information

Housing name: Huttopia Sand Pound Employer Housing

Housing address: 149 Sand Pond Rd

City: Sanford

Phone: (518) 694-1391

Fax:

Contact: Freddy Py

Email: freddy.py@huttopia.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: House

Number of people to a room: 2-4

Bedrooms: 8

Bath: 4

Cost Type: Week

Cost Amount: \$0.00

Cost Details: There is no cost to the housing.

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$250

Housing deposit due date: Deposit is due upon arrival.

Instructions for deposit payment:

Is housing deposit refundable? Yes

Conditions for deposit refund: If there is no damage done to the property and the room is left clean, the deposit will be refunded in full.

Utilities included: Yes

If so, utilities details: Wi-fi is provided.

Utilities estimated cost per month: \$0

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: Students will be living on site.

Additional housing features:

Comments: Please contact your employer for more details about housing.



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Job Description

Location Area Information

Location type: Small town community

Location of work site best described as: Small town community

Location details: Sanford is a city in York County, Maine, United States. The population was 20,798 in the 2010 census, making it the seventh largest municipality in the state. Situated on the Mousam River, Sanford includes the village of Springvale. The city features many lakes in wooded areas which attract campers.

Average daily temperature: 60F-90F

Community or regional website: <https://www.sanfordmaine.org/>

Nearest cities: Portland, Maine

Distance to nearest cities: 35 miles

What to wear: Please bring all kinds of clothing. T shirts, sweatshirts, pants, shorts, lighter jacket and swimwear. You can expect change in temperature during your stay.

Available public transportation: No

Public transportation access: No, but there are Ubers, taxis and lyfts in area. You can download apps during your stay.

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: No

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: No

Suggested Travel Information

Nearest international airport: Boston Logan Airport

Nearest airport: Portland International Jetport

Transportation from airport to employer and / or housing: Taxi, Uber, Lyft, Bus, Subway

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

Bus information (web site): <https://concordcoachlines.com/>

Nearest train information (to the airport): Amtrak

Train information (web site): <https://www.amtrak.com/home>

If participant arrives after hours suggested, overnight accomodation: Hotel, motel, hostel, AirB&B

Cost per night: \$80-\$300

Transportation to overnight accomodation: Taxi, Uber, Lyft, Bus, Subway

Transportations cost: \$5-\$50

Travel Instructions: Please read the Welcome Letter regarding more detailed travel instructions. The Welcome Letter will be sent to you 4-8 prior to your arrival in the USA.



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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? No

If so, details: Address: 1355 Congress St fl 2, Portland, ME 04102
Phone: (877) 319-3076

Where is the closest Social Security office? Address: 1355 Congress St fl 2, Portland, ME 04102 Phone: (877) 319-3076

How far is the Social Security office from the work place? 41 min (35.7 mi) via I-95 S

Specific instructions: Please be prepared you will need to make a trip to Portsmouth on your own coast in order to obtain Social Security Number.



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 Michelle Riaz. I am the Regional Manager for the New England 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,

Michelle Riaz

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 | WWW.SEVIS.ORG

To access 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 to enter your flight information, as soon as you book your ticket.
- You are required to access www.sevis.org within three days of arrival into the United States.
- You are required to access 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.

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.)
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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 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
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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.

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.
-