



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: Polo Club
DBA: Polo Club of Boca Raton
Type of Business: Other
Job location: 5400 Champion Blvd
Location type: Beach town
City: Boca Raton
State: FL
Zip: 33496
Website: <https://www.poloclub.net>

Why choose us?

Located on 1,100 meticulously manicured acres in the heart of Palm Beach County, The Polo Club of Boca Raton provides its members with everything they could want in a residential community, regardless of their interests. With two premier Championship Golf Courses, a nationally recognized tennis facility with 26 Har-Tru courts, 4 Pickleball Courts, a 35,000 square foot world-class Spa and Fitness Center, 5 full-service restaurants, and the busiest entertainment and activities scheduled in South Florida, there is truly something for everyone to enjoy at The Polo Club.

Cultural exchange activities

Boca Raton is a city on Florida's southeastern coast, known for its golf courses, parks and beaches. Large, oceanfront Red Reef Park is home to the Gumbo Limbo Nature Center with trails, a butterfly garden and a sea turtle sanctuary. Downtown, Boca Raton Museum of Art has modern and contemporary American and European collections, and a sculpture garden. Nearby Mizner Park Amphitheater hosts concerts and events

Position

Job title: Golf-Bagroom Attendant
Job prerequisites: Mobility to carry and lift golf bags above the head weighing up to 50 pounds. Ability to remain on one's feet and work in outside conditions for long periods. Ability to communicate well verbally and in writing, understand, and carry out verbal and written instructions. Ability to interact professionally and maintain effective working relationships with management, co-workers and members. Must be able to multi-task and work in a fast paced environment.
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Job Description

Performs all duties according to the daily procedures set by the Golf Center. Prepares all golf carts for the day's play. Ensures carts are clean and stocked with pencils, scorecards, towels, sand and sand scoops. Maintains cart storage building and surrounding areas in a neat, organized manner. Monitors areas periodically throughout the day to ensure that they are neat and orderly. Obtains a daily starting sheet and lesson sheet for the day's activity. Sets up all groups & lessons one hour in advance. Keeps area in front of Golf Center clear of congestion. Cleans carts upon completion of play and places on charge if it is not be used for a second time that day.

Rotates each golf cart as designated by the golf cart mechanic. Washes clubs upon completion of play and puts them in the proper place. Ensures that bags are placed in storage, or stored until the member or guest leaves and places it in the member's vehicle. Ensures that no member or guest handles his/her own bag. Notifies the Pro shop if any vehicle has been taken without proper registry. Ensures that all clubs taken off property which have bag storage are logged out and have the member sign out for it. Returned clubs must be logged in with member's signature. Notifies the Cart Mechanic of any mechanical problems and assists the Cart Mechanic in all non-technical aspects of the maintenance of vehicles. Opens driving range to ensure that it is ready for use at the posted opening time. Ensures that all comfort stations are neat and fully stocked.

Maintains driving range throughout the day by checking comfort stations and chipping greens for neatness and stock levels. Closes driving range and chipping greens and sets up for next day operation. Picks up balls from driving range and collects trash to ensure neatness and cleanliness. Assists in all special events of the Golf Center.

Assists all staff members in enforcing policies, procedures and services to our membership. Communicates with members, co-workers, management and the general public in a courteous and professional manner. Conforms with and abides by all regulations, policies, work procedures and instructions. Exhibits and maintains a professional demeanor to reflect a positive image of The Polo Club.

English level required: Intermediate

Hourly wage (before taxes): 10.00

Wage comments:

Position ID: 17052

Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 hours per week minimum

Number of days per week: Varies

Overtime: Yes

Overtime details: Overtime is possible, bur not guaranteed. Overtime will be paid at 1.5

Earliest start date: 5/1/2022

Latest start date: 5/15/2022

Earliest end date: 8/31/2022

Latest end date: 9/30/2022

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes



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Meals? Yes

Meals details: You will receive complimentary meals

Is a drug test required? Yes

Drug test comments: You will have to pass a 10 panel drug test before starting at Polo Club

Is employer interview required? Yes

Employer interview details: Employer interview required via Skype

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: 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. If you are found starting any new job without permission from CHI your program will be terminated. This is for your safety. 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 at the employer.

Arrival Instructions: Please contact your Host Company 2 weeks prior to your arrival with your flight information and arrange complimentary pick-up from the airport. 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:

Is uniform refundable? No

Uniform provided details: Polo shirt

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. You will also have to provide black socks and black pants for your uniform.

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.

Important points of job: Provides complete services for members and their guests relating to the handling of bags, golf carts, and driving range operations. Having some knowledge of the game of golf is



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preferred.

Additional position information: WHAT YOU SHOULD EXPECT AT WORK: Mobility to carry and lift golf bags above the head weighing up to 50 pounds. Ability to remain on one's feet and work in outside conditions for long periods. Ability to communicate well verbally and in writing, understand, and carry out verbal and written instructions. Ability to interact professionally and maintain effective working relationships with management, co-workers, and members. Must be able to multi-task and work in a fast-paced environment.

MEDICAL ISSUES: If you travel to the U.S. knowing that you have a medical condition that would prevent you from working at your pre-arranged job, CHI will terminate your program. Please disclose any allergies (food, dust, or chemical) or pre-existing conditions that may affect your ability to fulfill your commitments at your pre-arranged job. If you have a sudden medical problem that prevents you from working at your pre-arranged job, you must get a note from a doctor in the U.S. before you take any action to leave your pre-arranged job. If the medical condition is serious or is not covered by your insurance, CHI may ask that you return to your home country, for your health and safety.

HOW TO AVOID PROGRAM TERMINATION: Within 24 hours after arrival complete the "SEVIS VALIDATION" in your online CHI Portal. (wt.chinet.org) As early as possible, but no later than one week after changing addresses or phone numbers, update them in your CHI portal. (wt.chinet.org) Before starting work or training at a new or second job, you must get permission from CHI. Respond to all emails from CHI. You are responsible for ensuring emails from CHI do not go to spam. Monthly Evaluations must be completed each month you are on the Work Travel program.



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Housing Information

Housing name: Polo Club Employer Housing

Housing address: 701 NW 53RD ST

City: Boca Raton

Phone: (561) 912-1030

Fax:

Contact: Mal Goswami

Email: malg@poloclub.net

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: In job offer

Type of housing: Apartment

Number of people to a room: 2

Bedrooms: 1

Bath: 1

Cost Type: Week

Cost Amount: \$0.00

Cost Details

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$150

Housing deposit due date: Upon arrival

Instructions for deposit payment:

Is housing deposit refundable? Yes

Conditions for deposit refund: As long as the property is clean and damage-free, you will receive your deposit back.

Utilities included: Yes

If so, utilities details:

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: EmployerProvides

Transportation details: Employer will provide transportation to and from work for you.

Additional housing features:

Comments:



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Location Area Information

Location type: Beach town

Location of work site best described as: Beach town

Location details: Boca Raton is a city on Florida's southeastern coast, known for its golf courses, parks and beaches. Large, oceanfront Red Reef Park is home to the Gumbo Limbo Nature Center with trails, a butterfly garden and a sea turtle sanctuary. Downtown, Boca Raton Museum of Art has modern and contemporary American and European collections, and a sculpture garden. Nearby Mizner Park Amphitheater hosts concerts and events

Average daily temperature: 85 F or above, humid

Community or regional website: www.myboca.us

Nearest cities: Delray Beach, FL is 10-15 miles

Distance to nearest cities: Fort Lauderdale, FL is 20-25

What to wear: Shorts, t-shirts, tennis shoes, sandals and bathing suit for your free time

Available public transportation: Taxi, Uber, Lyft, local transportation

Public transportation access: <https://www.myboca.us/448/Public-Transportation>

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

Suggested Travel Information

Nearest international airport: Fort Lauderdale International Airport

Nearest airport: Boca Raton Airport

Transportation from airport to employer and / or housing: Taxi, Uber, Lyft, www.rome2rio.com

Nearest bus station (to the airport): Greyhound

Bus information (web site): www.greyhound.com

Nearest train information (to the airport): Amtrak

Train information (web site): www.amtrak.com

If participant arrives after hours suggested, overnight accomodation: www.hostelworld.com

Cost per night: \$75+

Transportation to overnight accomodation: Taxi, Uber, Lyft, www.rome2rio.com

Transportations cost: \$45+

Travel Instructions: Please coordinate with your Host Company 2 weeks prior to your arrival with flight information so you may arrange complimentary pick-up from the airport to your housing.



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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: They will provide transportation to Social Security Office to apply

Where is the closest Social Security office? www.ssa.gov/locator

How far is the Social Security office from the work place? SUITE 400 621 NW 53 ST BOCA RATON, FL 33487

Specific instructions: Validate in SEVIS at least 5 business days before applying. Apply in person at a Social Security Office. Bring your passport and DS-2019 (original copy signed in blue ink), as well as a valid mailing address. Check with your landlord for an accurate address. Check all of your information is correct on your receipt/proof of application before leaving the Social Security Office. You should receive their SSN within 2 weeks. If you do not receive a letter or card in the mail in 3 weeks, you should return to the office with your passport, DS-2019, and application receipt to check on the status of your number. Check your local office hours before taking the trip. Most offices are open weekdays only: Monday, Tuesday, Thursday, Friday - 9am - 4pm and Wednesday - 9am - 12 pm.



Come join the Polo Club
of Boca Raton family!

FREE HOUSING, various positions to
choose from all paying \$10.00/hr

Located on the beautiful Southeastern coast of
Florida, the opportunity for cultural exchange
and an amazing experience are endless!!



VISA INTERVIEW PREP SHEET

- **What do you know about the Polo Club?**
- **Why would you like to train here?**
- **What made you choose this profession?**
- **What is your ultimate goal?**
- **What are your strengths and challenges?**
- **Which place did you enjoy working the most and why?**
- **Which place did you least enjoy working the most and why?**
- **US immigration has mandated vaccines. Just want you to be aware of this.**
- **Polo Club is a smoke-free, drug-free workplace and drug tests will be conducted when you first begin employment, and then randomly during your training.**
- **The hourly rate during the J-1 training is \$10 per hour for 40 hours per week. Any hours over 40 in the week are overtime at \$15 per hour.**
- **We provide furnished shared accommodation at no cost to you.**
- **We provide complimentary transportation to and from work to you.**
- **We are a 7-day operation, and your training could be between Monday and Sunday. Evenings, weekends, and holidays are busy.**