



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: Billings Hotel & Convention Center
Type of Business: Hotel & Resort
Job location: 1223 MULLOWNEY LN
Location type: Small town community
City: BILLINGS
State: MT
Zip: 59101
Website:

Why choose us?

Billings Hotel and Convention Center is a 236-room, full service hotel featuring a restaurant, casino, and lounge as well as two amusement style water slides.

Cultural exchange activities

From Billings you can travel and go see: Little Bighorn Battlefield, Pompeys Pillar National Monument, the Dinosaur Trail, Yellowstone National Park, Pictograph Cave State Park, and much more. There are many activities you can do in Billings: ride horses, take a tour, visit Moss Mansion Historical House or Western Heritage Center, or head to the Zoo!

Position

Job title: Housekeeping, Banquet
Job prerequisites: Advanced English. Must clean at least 2 rooms in an hour. Must be self-sufficient and able to navigate the cities public transportation.
Job description: Housekeeping: You will be required to clean at least 2 rooms in an hour. Duties will include, but not limited to: cleaning rooms and common areas, including bathrooms, toilets and showers, changing linens, laundry, dusting, vacuuming and emptying trash, etc. Requires attention to detail, punctuality, and a great service attitude & team spirit. Must be dependable, hard working, friendly and very trustworthy and honest individual. Very physically demanding - be prepared to stand, bend, lift heavy mattress corners, and push a 50lb/22kg cart all day. Please do not apply if you are sensitive to any chemicals or lotions or have physical limitations that would keep you from doing your job. Everyone works as a team. Other tasks to be assigned by supervisor. You may not get the same days off as your friends. The work schedule are subject to change based on occupancy. This position requires you to be on your feet for the entire shift. this is a very physically demanding position.

Banquets (secondary jobs): Clearing dishes, bussing tables, restocking work station & resetting tables, server, cashier, etc. You will also be responsible for removing trash and breaking down buffets. Requires attention to detail, punctuality, and a great service attitude & team spirit. Must be able to work in fast paced environment, follow directions and listen to instructions. Working with guests, need great customer service and language skills. Must be able to carry heavy trays, stand for long periods of time and be quick on your feet.

Depending on the needs of the company, you may be asked to work in other departments, like laundry, as well. Employer guarantees a minimum of 32 hours per week. The employer offers weekly two nights of transportation to a destination of your choice. The other five nights you must take public transportation. Do not ask the hotel public attendants for rides at night.



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English level required: Advanced
Hourly wage (before taxes): 10.50
Wage comments:
Position ID: 9990

Position Information

Tips: no

Bonus: No

Bonus comments:

Estimated hours per day: 4-8

Number of days per week: 4-5

Overtime: No

Overtime details:

Earliest start date: 12/1/2019

Latest start date: 12/15/2019

Earliest end date: 3/15/2020

Latest end date: 3/30/2020

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: Students will receive a 50% discount in the dining room.

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? 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: Employer will do their best to work with you to accommodate a 2nd job; however, it must not conflict in any way with your job performance at Billings Hotel & Convention Center.

When will work begin? Within a few days

Arrival Instructions: Please contact your CHI Program Coordinator and your employer about your arrival date and time of day in Billings.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: 0

Is uniform refundable? No



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Uniform provided details: Employer provides uniform tops.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Students must bring black pants. Black pants must be loose-fitting and cover the ankle. No jeans allowed. You also must bring close-toed athletic shoes.

Grooming: Hair must be pulled back at all times and clean. No visible tattoos. Ear piercings only please and no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Important points of job: You will be working in both housekeeping and banquet, as needed. Very physically demanding work and requires great stamina.

Additional position information:



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Job Description

Housing Information

Housing name: Billings Hotel and Convention Center

Housing address: 1223 MULLOWNEY LN

City: Billings

Phone: (406) 248-7151

Fax:

Contact: Sara Trautmann

Email: s.trautmann@billingshotelmt.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: OnSite

Number of people to a room: 2

Bedrooms: 1

Bath: 1

Cost Type: Month

Cost Amount: \$250.00

Cost Details: \$250 per student per month

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$100.00

Housing deposit due date: Upon arrival

Instructions for deposit payment: Pay upon arrival.

Is housing deposit refundable? Yes

Conditions for deposit refund: Deposit will be returned if the room is left clean and free from damage.

Utilities included: Yes

If so, utilities details: Electricity, water, garbage, and wifi.

Utilities estimated cost per month: 0.00

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: You will be living in a motel room on site so you will walk to work.

Additional housing features: Students have access to Fitness Facility, Swimming Pool (indoor), Free High Speed Internet, Hot Tub, Casino, Health Club, and the Restaurant where you will receive a 50% discount as an employee. There is also a kitchen area located next to your room that is complete with stove, sink, refrigerator, pans, dishes, etc. In their rooms, they have Telephone, Iron, Television (Cable/Satellite), and a coffee maker.

Comments: Employer will try to take into consideration requests for roommates, but you will be expected to create a good living situation with each other. No one will be granted to live alone.



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Job Description

Location Area Information

Location type: Small town community

Location of work site best described as: Hotel in small, western town

Location details: Come see the land where General Custer fought the Sioux and Cheyenne, where Sitting Bull and Crazy Horse led their people through struggles and to victories, where William Clark left his signature as the Lewis & Clark Expedition passed through and where Calamity Jane raised a ruckus. Learn about the old Railroad history that Billings was built on and about its namesake: Frederick Billings. Billings is the largest city in Montana, with a “metropolitan” population (which includes all of Yellowstone County) of around 130,000 people. The city of Billings itself has a population of 104,170. Befitting the largest city in Montana, Billings is home to really the only high-rise office building in the state. The First Interstate Building in Billings soars all of 20 stories into the sky. While not exactly on par with buildings in other states, at least Montana does have a skyscraper – sort of. Billings is located on the eastern edge of the south-central region of Montana, smack dab out in the middle of the prairie. Billings also sits along the scenic if somewhat muddy Yellowstone River. While Billings is located in the prairie of Montana, the mountains aren’t too terribly far away – the Absaroka-Beartooth Mountains are about 60 miles or so away. Additionally, smaller hills and mesas are found all along the Yellowstone River and other nearby areas to town. Billings, as it is located out in the middle of the prairie, has a semi-arid climate. This means that once you step away from town or away from the rivers and lakes, trees are in rather short supply. Population: 109,059

Average daily temperature: Winter: High 40 F (4C); low 15 F (-9C)

Community or regional website: ci.billings.mt.us; www.visitbillings.com

Nearest cities: Denver, CO population: 619,968

Distance to nearest cities: 560 miles (901K)

What to wear: WINTER: heavy coat, hat, gloves, scarf, snow boots, etc.

Available public transportation: MET Transit, taxi, Uber, Lyft

Public transportation access: Throughout the area.

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:** Salt Lake City, UT (SLC) or Denver International (DEN)
- Nearest airport:** Billings Logan International Airport (BIL)
- Transportation from airport to employer and / or housing:** Employer will pick you up at the Billings Airport if you send her your travel information.
- Nearest bus station (to the airport):** na
- Bus information (web site):** na
- Nearest train information (to the airport):** na
- Train information (web site):** na
- If participant arrives after hours suggested, overnight accomodation:** na
- Cost per night:** na
- Transportation to overnight accomodation:** na
- Transportations cost:** na
- Travel Instructions:** You will need to notify your employer at least 2 weeks prior to travel so they can arrange transportation from the Billings Airport to the hotel. If you fly into Salt Lake City or Denver International, please book a flight to Billings Logal Airport (BIL) since that is where you will be picked up. Do not plan to take a bus from Salt lake or Denver. It is way too far of a distance (560 miles / 901km).

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:** Your employer will assist you with the application process.
- Where is the closest Social Security office?** 2900 4th Avenue North, Billings, MT
- How far is the Social Security office from the work place?** 3 miles (4.8K)
- Specific instructions:** Upon arrival in America, please validate on your student profile in our database. Then wait approx. 4 to 10 days after validating and check your status is set to "S" on your profile. THEN you can apply for your card at Social Security Office located at: 2900 4th Avenue North, Billings, MT 59101; phone: 1-866-895-1795; hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm; except Federal holidays. Remember to get a receipt - it is the only proof that you have applied!



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 exciting, but also challenging, 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 Mary Wolfe. I am the Regional Manager for the Western 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. We have a CHI Program Coordinator that will be working with you during your program. You should be hearing from that person shortly via email. 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!

Regards,

Mary Wolfe

Mary Wolfe
Regional Manager
email: chimaryw@chinet.org
phone: 1.530.715.0195



CULTURAL HOMESTAY INTERNATIONAL

Program Information

WORK & TRAVEL

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 don't want to run out of money before your first paycheck arrives. Be prepared, you are moving to another country.

Communicate Your Arrival Information



- Check your email frequently for important information. Respond to it.
- Plan your flight accordingly: if your final destination is far away from your arrival airport, please check that your flight allows you to make any connecting transportation needed to get to your destination. If not, please make a reservation at a local hostel or motel and plan to continue your travels the next day.
- 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.wt.chinet.org to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and become Friends with your Program Coordinator.

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.
- Do not 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 & 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, & documents in the taxi. Always take a look behind you as you leave.
- 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.

Student Account Profile | www.wt.chinet.org

- Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safe.
- Log into your CHI Work & Travel account and complete your validation the same day you land in the USA. Many airports offer free wifi.
- If you are staying in a hotel the first days of your program, you should validate using the hotel information and update your information once you move to more permanent housing.
- If you have no access to the web, please call CHI 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!
- Validation must be officially finalized by CHI before going to Social Security.
- Participants who do not validate in on their student profile or do not wait for the notification from CHI that their validation information has been approved, prior to going to Social Security, will delay their Social Security card for 60 days. Do not make this costly mistake.

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. This is a great website to use: www.rome2rio.com. 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?

- 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Wait approximately 5 business days after validating in the database 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 apply for your SS card with the local Social Security Office. Before applying for a Social Security card, YOU MUST VERIFY YOUR VALIDATION IS AN S STATUS in the database! This in most cases, takes 5 business days from the day you first validated in the database - www.wt.chinet.org.

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 no dental coverage. 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.

Be Safe. Follow the rules. Have fun.

