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: Jeff Ellis Management
Type of Business: Pool Management
Job location: 92-1185 ALIINUI DR
Location type: Beach town
City: KAPOLEI
State: HI
Zip: 96707
Website: www.jeffellismanagement.com

Why choose us?

Jeff Ellis Management provides lifeguard services to many amazing resorts across the U.S. Free meal provided for every 6 hours worked, free lifeguard licensing, monthly employee parties. Local discounts with your work ID, interaction with guests from around the world, positive work environment!

Cultural exchange activities

Cultural Activities vary by location, but there are many things to do in each local area. In addition, there will be activities organized by your employer, such as company parties, etc.

Position

Job title: Lifeguard, Dec 15 Orientation
Job prerequisites: Adv. English required. You MUST be able to arrive by 12/13 in order to settle in and attend orientation on 12/15 Please be aware that you will NOT start work until 12/15. All applicants must submit video of themselves swimming 100 yards without stopping AND 7 ft. feet first retrieval AND 1 minute treading water. CHI will send you a video link of what you must submit. Email your swim video to chiheatherm@chinet.org BEFORE your interview.
Job description: Must be an advanced, very strong swimmer and have submitted swimming video. Need to be outgoing, friendly, approachable, helpful. Ensure the safety of all guests by watching the assigned pool area; speaking up if guests are running or playing too rough. Standing and sitting in the hot sun for long periods of time. Might be asked to assist with pool cleaning. There is room for advancement from Lifeguard position ($10.10/hr) to Lifeguard Coordinator (starting at $10.25/hr) based on attendance and performance. Employer will conduct in-person training & certification with students to be licensed lifeguards. Employer pays Lifeguard License fee. Must be dependable, hardworking, friendly, trustworthy & honest person. Employer will conduct random drug tests during the season. If you fail the drug test you will be terminated and you could be placing your W&T program in jeopardy.
English level required: Advanced
Hourly wage (before taxes): 10.10
Wage comments:
Position ID: 10034

Position Information

Tips: no
Bonus: No
Bonus comments:
Estimated hours per day: 5-8

Number of days per week:	4-5
Overtime:	Slight
Overtime details:	Do not expect overtime. If there is any it must be approved by management first. 1.5x over 40hrs/week
Earliest start date:	12/15/2019
Latest start date:	12/15/2019
Earliest end date:	3/15/2020
Latest end date:	3/31/2020
Is the employer willing to hire couples?	Yes
Is the employer willing to hire group of friends?	Yes
Meals?	Yes
Meals details:	1 meal provided while working. 10% discount on select restaurants with ID in Hawaii location only.
Is a drug test required?	Yes
Drug test comments:	Random drug tests while employed during the season.
Is employer interview required?	Yes
Employer interview details:	Students must submit swim test video before being placed.
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 is ok with second jobs, but it must not conflict with your primary job at Jeff Ellis Management. Please contact your CHI Program Coordinator if you are wanting a 2nd job.
When will work begin?	Approx. 4 to 6 days after arriving.
Arrival Instructions:	Please contact your employer 2 weeks prior to arriving so they can help coordinate picking you up at the airport. Also contact your CHI Program Coordinator about the best day to fly to Hawaii.
Is training required?	Yes
Conditions of training:	Employer will conduct in-person training & certification with students to be licensed lifeguards.
Is there possibility to change positions?	No
Uniform required?	Yes
Does employer provide uniform?	Yes
Cost of uniform:	Crocs $30 / Sunglasses $4
Is uniform refundable?	No
Uniform provided details:	Employer provide swimsuit.
Do students need to purchase specific clothes or footwear?	Yes
If so, details for clothing:	Black Crocs - $30 and solid black sunglasses - $4. $34 will deduct out of first paycheck.
Grooming:	No tattoos on face, neck or hands. Must have normal hair color. Clean shaven (or full beard and full mustache). No earrings for men and one set of earrings for women. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes. You are here to work so our guests enjoy their vacations and are safe. A lifeguard is critical to

Important points of job: the safety of everyone in the pool. Do not take this position for granted. You will be working and you are responsible for the safety of the guests.

Additional position information:

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Job Description

Housing Information

Housing name: Jeff Ellis - Aulani Resort
Housing address: 92-1537 Aliinui Drive G
City: Kapolei
Phone:
Fax:
Contact: William Holmes
Email: william.holmes@jeffellismanagement.com
Website:
Housing assisted by: Employer
Is student required to sign a separate housing contract? Yes
If so, contract details: We need you, the student, to commit to this housing as your employer found the best option for you and has already secured the housing for you.
Type of housing: Apartment
Number of people to a room: 2-5
Bedrooms: 2+
Bath: 2-3
Cost Type: Month
Cost Amount: $525.00
Cost Details $525 per person
Is housing cost deducted from paycheck? Yes
Is housing deposit required? Yes
Deposit amount: 500
Housing deposit due date: upon arrival
Instructions for deposit payment: You will need to give the $500 security deposit to your employer upon arrival.
Is housing deposit refundable? Yes
Conditions for deposit refund: A part of the deposit will be refunded if the unit is left clean and free of damage. More details about this soon.
Utilities included: Yes
If so, utilities details: Electricity, Water, Garbage, Internet, TV
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: Public
Transportation details: The housing is about 6 miles away and right on the bus line. Easy to take the bus to and from work. Approx. a 30 to 45 min bus ride. A monthly bus pass is about $60/month unlimited. Your rent will be automatically deducted out of your bi-weekly paychecks.
Additional housing features: The unit will be fully furnished and there is a gym on the premise. The employer will conduct random inspections of the housing to ensure it is kept clean and free of damage.
Comments:

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Job Description

Location Area Information

Location type: Beach town

Location of work site best described as: Pool area of Hawaiian beach resort

Location details: Discover paradise with a touch of magic at Aulani, a Disney Resort & Spa in Ko Olina, Hawai'i. Free meal provided for every 6 hours worked, free lifeguard licensing, monthly employee parties, perfect weather year round. Local discounts with your work ID, interaction with guests from around the world, positive work environment in paradise! Ability to see Hawaii/travel on days off. There are many cultural activities available in Hawaii including Waikiki, Pearl Harbor, Aloha Tower, Diamond Head, Kawaiahao Church, Iolani Palace, plus much more.

Kapolei, named for the volcanic cone Pu'u o Kapolei (loosely meaning "hill of beloved Kapo"), is locally known as Oahu's "second city" after Honolulu. Built on former sugarcane and pineapple plantations, Kapolei is an affluent and vibrant city that is growing rapidly. It has an ever-changing urban scene as well as the Ko Olina resort and marina community and the Disney Aulani Resort. Population: 15,186

Do your research about Hawaii and the area. It is very very expensive to live and work here. Make sure you are prepared for what it costs to live in Hawaii.

Average daily temperature: Winter: High 82F (27C); Low 65F (18C)

Community or regional website: www.gohawaii.com/oahu; www.kapolei.com

Nearest cities: Honolulu, HI

Distance to nearest cities: 24.4 miles (40 km)

What to wear: Winter: Shorts, jeans, pants, t-shirts, light jacket, sunglasses, sunscreen.

Available public transportation: Bus system throughout town

Public transportation access: www.thebus.org

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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Job Description

Suggested Travel Information

Nearest international airport: Honolulu International Airport (HNL)

Nearest airport: Honolulu International Airport (HNL)

Transportation from airport to employer and / or housing: Taxi, hotel shuttle or other public transportation

Nearest bus station (to the airport):

Bus information (web site): thebus.org

Nearest train information (to the airport): n/a

Train information (web site): n/a

If participant arrives after hours suggested, overnight accomodation: Various motels near the airport

Cost per night: Varies - can be very expensive

Transportation to overnight accomodation: Taxi, hotel shuttle or other public transportation

Transportations cost: $40 (estimate)

Travel Instructions: Employer will pick up at the airport at about 2pm and again at 8pm. If you arrive late at night, you will need to find a motel for the night. If you can't make the 2 pm or 8pm pick up, you can also take a taxi to the housing (not in the middle of the night though). Please work with your CHI Program Coordinator before buying your flights.

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: Will drive to social security office.

Where is the closest Social Security office? 970 Manawai St, Kapolei

How far is the Social Security office from the work place? 4.5 miles (7 km)

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:970 Manawai St, Kapolei, HI 96707; Telephone: 1-800-772-1213; Hours: Mon & Tue 8:30am-3:30pm, Wed 8:30am-11:30pm, Thu & Fri 8:30am-3:30pm, closed weekends and Federal holidays. Be sure 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

Progam 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 your 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 accidently 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 accidently 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.

CULTURAL HOMESTAY INTERNATIONAL
SINCE 1980
C•H•I