



## 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:** Belinda Pleva  
**DBA:** Big Buck's Homemade Ice Cream  
**Type of Business:** Bakery/Cafe/Ice Cream  
**Job location:** 3810 N CROATAN HWY  
**Location type:** Beach town  
**City:** Kitty Hawk  
**State:** NC  
**Zip:** 27949  
**Website:** bigbuckicecream.com

#### Why choose us?

Serving our customers on the Outer Banks since 1994, Big Buck's Ice Cream is dedicated serving you "The Best." We offer a full line of super-premium ice cream products. All made from scratch with only the best ingredients from around the world. Made fresh daily. We use fresh milk, cream, sugar and pasteurize these ingredients to create a delicious, creamy, natural, super-premium ice cream. Our Sorbets are made from the best fruits available. For those who are lactose intolerant this is a great treat. Our Sherbets are refreshing. Great for those who wish to indulge in our lower fat product.

#### Cultural exchange activities

The Outer Banks are barrier islands off the coast of the U.S. state of North Carolina, separating the Atlantic Ocean from the mainland. Their open-sea beaches, state parks, and shipwreck diving sites make them a popular holiday destination. With a hand full of activities to do from horseback riding to parasailing, the opportunities are endless for fun and excitement. The host company also takes participants to visit the Currituck Lighthouse and surrounding areas, does birthday parties and plans company picnics.

#### Position

**Job title:** Store Assistant  
**Job prerequisites:** Must be able to speak Advanced English.  
**Job description:** Must display a positive attitude towards customers, coworkers, and management. Must be able to communicate with customers and co-workers clearly, arrive at each scheduled shift on time, in full uniform, and ready to work. Must be driven to meet the demands of the business, be willing, and able to learn and perform tasks in the business including but not limited to serving customers and cleaning.  
**English level required:** Advanced  
**Hourly wage (before taxes):** 10.00  
**Wage comments:**  
**Position ID:** 14616

#### Position Information

**Tips:** Yes  
**Bonus:** No  
**Bonus comments:**  
**Estimated hours per day:** 5-6  
**Number of days per week:** 6  
**Overtime:** No  
**Overtime details:**



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Earliest start date: 2/21/2021

Latest start date: 3/5/2021

Earliest end date: 5/15/2021

Latest end date: 6/15/2021

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: Employees get a 50% discount.

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 Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](mailto: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: Big Buck's holds priority over any second job.

When will work begin? Within 3 days of your DS date

Arrival Instructions: Please contact your Host Company prior to your arrival so they can arrange meeting.

Is training required? Yes

Conditions of training:

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$25

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Solid black t-shirt for training and comfortable shoes. NO open-toed shoes.

Grooming: Participants must be clean and their hair pulled back. NO visible face piercings. Practice good hygiene

Important points of job: Demonstrate attention to details.

Additional position information: This is a fast-paced job that requires accuracy and efficiency.



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### Job Description

#### Housing Information

**Housing name:** Big Buck's-Kitty Hawk

**Housing address:** 2605 Neptune Way

**City:** Kitty Hawk

**Phone:** (252) 599-6008

**Fax:**

**Contact:** Molly Adamovic

**Email:** bigbuckinc@gmail.com

**Website:**

**Housing assisted by:** Employer

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Participants must sign a lease for housing.

**Type of housing:** Apartment

**Number of people to a room:** 4

**Bedrooms:** 2

**Bath:** 2

**Cost Type:** Week

**Cost Amount:** \$125.00

**Cost Details:** \$125 per week

**Is housing cost deducted from paycheck?** Yes

**Is housing deposit required?** Yes

**Deposit amount:** \$125

**Housing deposit due date:** Upon arrival

**Instructions for deposit payment:**

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** \$75 of the deposit is refundable as long as you leave the property the way you found it. Damages will be taken out of deposit if made.

**Utilities included:** Yes

**If so, utilities details:** Electricity, water, garbage, internet.

**Utilities estimated cost per month:** 0

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Own

**Transportation details:**

**Additional housing features:** The kitchen, dining room, and living room are fully furnished. Wifi is available and the living room has a television.

**Comments:**



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### Job Description

#### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Beach town

**Location details:**

**Average daily temperature:** 60F or above

**Community or regional website:** [www.outerbanks.org](http://www.outerbanks.org)

**Nearest cities:** Elizabeth City, NC is 50 miles

**Distance to nearest cities:** Norfolk, VA is 70-90 miles

**What to wear:**

**Available public transportation:** Uber, Lyft

**Public transportation access:**

#### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** No

**Movie theater:** No

**Restaurants:** Yes

**Fitness center:** No

**Laundry:** No

**Internet café:** No

**Public library:** No

#### Suggested Travel Information

**Nearest international airport:** Norfolk International Airport

**Nearest airport:** Norfolk International Airport

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

**Nearest bus station (to the airport):** Greyhound

**Bus information (web site):** [www.greyhound.com](http://www.greyhound.com)

**Nearest train information (to the airport):** Amtrak

**Train information (web site):** [www.amtrak.com](http://www.amtrak.com)

**If participant arrives after hours suggested, overnight accomodation:** TBD

**Cost per night:** Varies

**Transportation to overnight accomodation:** Taxi, Uber, Lyft


**Transportations cost:** Varies

**Travel Instructions:** Please contact Host Company before arriving to arrange meeting.



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## Job Description

### 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:

Where is the closest Social Security office? 1865 W City Dr, Elizabeth City, NC 27909

How far is the Social Security office from the work place? About 50 miles

Specific instructions:

# 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 Josephine Musto, South Atlantic Region – Program Coordinator, for Cultural Homestay International (CHI). I will be happy to answer any questions you might have and I 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.

Warm Travel Wishes,

Josephine Musto

**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. Backup 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, but 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 cannot 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, driver's 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, please wear a helmet.
- 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 [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.**

## **Student and Exchange Visitor Information System: [wt.chinet.org](http://wt.chinet.org)**

**To access [wt.chinet.org](http://wt.chinet.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 [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.
- You are required to access [wt.chinet.org](http://wt.chinet.org) within three days of arrival into the United States.
- You are required to access [wt.chinet.org](http://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
- Sponsor Letter
- J-1 Job Offer



## **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.
- Before you leave your home country, map out your trip. [www.rome2rio.com](http://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 [wt.chinet.org](http://wt.chinet.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 employer’s 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 doctor’s 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.