



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: Half Moon Lake Lodge
DBA: Half Moon Lake Lodge
Type of Business: Hotel & Resort
Job location: 208 Forest Service Road
Location type: Rural Area
City: Pinedale
State: WY
Zip: 82941
Website: www.halfmoonlakelodge.com

Why choose us?

Half Moon Lake Lodge is located in the Bridger-Teton National Forest, right on the water. Very scenic, peaceful, remote location. We really have fun as we work. You can work additional hours if you like. We roast marshmallows by the fire and listen to music under the stars, we hold dances, we swim, kayak, paddleboard, or canoe together. We try to have very little stress and drama with our employees. This is a great experience if you like to experience the rugged outdoors of Wyoming.

Cultural exchange activities

Wildlife viewing, Mountain Man Museum, campfires, fun outdoor activities, and real American living

Position

Job title: Team Member - server, line prep cook, hostess, dishwasher, marina boat rentals, housekeeper

Job prerequisites: Very remote location in the forest. No TV, limited wifi. Exposed to local wildlife including elk, moose, coyotes, perhaps bears, etc, campfires, horses and other livestock, fishing.

Job description: As a Team Member, you will rotate around to each of these positions. Duties include working in the restaurant as a line prep cook helping prepare the ingredients for the meals, keeping the kitchen clean and orderly, washing pots & pans, loading and running, and unloading the dishwasher, emptying the trash, and general cleaning of the restaurant including bathrooms. You could also work as a hostess helping to seat the guests and ensure their table is properly set and supply drinks as needed. Servers will take the guests' orders and serve their meals in a timely manner. You will need to answer any questions they may have about the meal choices. Working at the marina boat rentals will involve assisting the guests with their boat rentals, ensuring the boat is clean and ready for the guest, and helping them with any questions they may have about the boat. Housekeeping will involve cleaning the cabins and room rentals. You will need to change the bed linens, clean the bathrooms, sweep or vacuum the floors, remove the trash, restock the towels, and ensure the cabin is clean and ready for the guests. This is very hard work and requires physical stamina to do the job. Please make sure you do not have any allergy to cleaning products or physical limitations to prevent you from doing the job. As a team worker, you may be assigned additional tasks as requested by management. This is a high energy, active restaurant with 100+ guests. You must have outstanding customer service skills and like working with the public. You will need to demonstrate patience, the ability to assist guests, and a desire to learn and serve. You will be rotated around to work in each position listed depending on business needs.

If you want to have fun, work as a team, enjoy the outdoors, and give our guests the best experience they can get, then this is the place for you to come work.



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Job Description

English level required: Advanced
Hourly wage (before taxes): 10.00
Wage comments: Servers are paid \$3.50/hr plus tips. Typically averages out to about \$20/hr.
Position ID: 14262

Position Information

Tips: Servers earn tips

Bonus: No

Bonus comments:

Estimated hours per day: 6+

Number of days per week: 5+

Overtime: No

Overtime details: You may work additional hours but there is no overtime.

Earliest start date: 5/25/2021

Latest start date: 6/10/2021

Earliest end date: 8/25/2021

Latest end date: 9/7/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals 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: Very remote location - no second jobs available in the area.

When will work begin? After you have passed your drug test

Arrival Instructions: You will need to stay in Rock Springs for a few days, apply for your ss card, and then travel to your employer. You must be in communications with your CHI Program Coordinator to help process your validation and shorten the length of time you must stay in Rok Springs.

Is training required? Yes

Conditions of training: You will be trained in each position.

Is there possibility to change positions? Yes

Uniform required? Yes

Does employer provide uniform? No

Cost of uniform: no



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Is uniform refundable? No

Uniform provided details: NA

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Participants must bring jeans, shirts to wear outdoors. Also durable, comfortable shoes for working all day.

Grooming: Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & 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 rotate between the positions learning each area of the business. There are horses on the property so it is best to have some experience with horses.

Additional position information: This is a great opportunity to see the rugged beauty of Wyoming. Come join us for this low stress, fun-filled opportunity to experience summer camp as a grownup!



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Job Description

Housing Information

Housing name: Half Moon Lake Lodge

Housing address: 208 Forest Service Rd

City: Pinedale

Phone: (307) 367-6373

Fax:

Contact: Christine Olson

Email: halfmoonlakelodge@yahoo.com

Website: www.halfmoonlakelodge.com

Housing assisted by: Employer

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: Dormitory

Number of people to a room: 4+

Bedrooms: 1+

Bath: 2

Cost Type: Month

Cost Amount: \$500.00

Cost Details per participant

Is housing cost deducted from paycheck? Yes

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

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

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: Walking

Transportation details: Since you are living on the property you can ride a bike or walk

Additional housing features: Each room will have bunk beds for 4 participants of same gender. There are two bathrooms in another building (one for each gender) with toilets, showers, and lockers.

Comments: The dorm will have your bed linens supplied. The kitchen is fully stocked as well and there are laundry facilities available for you. Be sure and have a camera for the amazing sights you will see on the property.



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Job Description

Location Area Information

Location type: Rural Area

Location of work site best described as: Remote retreat location with cabins, marina and a restaurant

Location details: Half Moon Lake Lodge is located in the Bridger-Teton National Forest. Nestled at the foot of the majestic Wind River Mountains, our establishment is surrounded by nature! We are located along the shore of Half Moon Lake and our view includes 13,000 ft. high towering peaks. Our Lodge is nine miles (14 km) from Pinedale, Wyoming, a very small town (population 2,030) but rich in history and the spirit of the West.

We offer our guests the opportunity to experience riding horses, taking boats out on the lake, fishing, hiking, trail riding, etc. Working here you will meet people from all over the world looking for an outdoor, frontier experience. We welcome you to join us in offering such an experience for our guests.

Check out our website before accepting this job. You will be living and working in the wilderness of Wyoming. While staying and working with us you may see Grizzly and black bears, moose, Pronghorn, Mule deer, bighorn sheep, bobcats, American bison, coyotes, wild horses, Elk, wolves, foxes, raccoons, mice, beavers, and all kinds of birds. We have a great time working together. We sing as we prep food in the kitchen, we roast marshmallows and listen to the music around the campfire, we swim, kayak, paddle board, and canoe in our off time. This is a very low-stress job. Come join us in Wyoming!.

Average daily temperature: Summer: High 82F (28C); Low 51F (11C)

Community or regional website: halfmoonlakelodge.com

Nearest cities: Salt Lake City, UT/191,180

Distance to nearest cities: 275 miles (443 km)

What to wear: Summer: Light clothing, jeans, shorts, t-shirts, light jacket for early mornings and cool nights

Available public transportation: NA

Public transportation access: NA

Accessible amenities (by walking or public transportation)

Food market: No

Shopping mall: No

Post office: No

Movie theater: No

Restaurants: Yes

Fitness center: No

Laundry: Yes

Internet café: Yes

Public library: No



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Suggested Travel Information

- Nearest international airport:** Salt Lake City International Airport (SLC)
- Nearest airport:** Rock Springs Airport
- Transportation from airport to employer and / or housing:** from Rock Springs Airport - employer may be able to arrange pickup
- Nearest bus station (to the airport):** Greyhound from SLC Airport to Rock Springs
- Bus information (web site):** www.greyhound.com
- Nearest train information (to the airport):** NA
- Train information (web site):** NA
- If participant arrives after hours suggested, overnight accomodation:** You may need to stay the night in Salt Lake City if you arrive after the bus departs for Rock Springs, WY. Please check the schedule. You will be staying for a few nights in Rock Springs while applying for your ss card.
- Cost per night:** Varies
- Transportation to overnight accomodation:** Varies
- Transportations cost:** Varies
- Travel Instructions:** You will need to take Greyhound bus to Rock Springs, WY (cost for this bus is approximately \$50) from Salt Lake City unless you catch a flight to Rock Springs. If you should land in Salt Lake City after the bus departs for Rock Springs, Wyoming, you will need to stay the night in a motel and catch the bus the next day. Please check the schedule of the bus service when making your flight arrangements. You will also need a motel in Rock Springs for 3 to 5 nights since you must apply for your ss card in town before your employer picks you up. Please keep your CHI Program Coordinator updated with your travel plans & flight information.


Social Security Information

- Does the company require students to have Social Security number before arriving to the work place?** Yes
- Does the company provide Social Security application assistance?** No
- If so, details:** You must apply for your ss card in Rock Springs before your employer picks you up since they are so remote. You need to validate in the database, wait for processing the approval and then go to SSA and apply for your ss card. Please plan on staying in a motel for 3 to 5 days to complete this process in Rock Springs, WY..
- Where is the closest Social Security office?** 79 Winston Dr, Rock Springs, WY 82901
- How far is the Social Security office from the work place?** 102 miles (164 km)
- Specific instructions:** Upon arrival in the USA, please validate on your student profile in our database. Then wait approx. 3 to 6 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. YOU MUST VERIFY YOUR SEVIS STATUS BEFORE GOING TO THE SOCIAL SECURITY OFFICE or you will be DENIED! You must give Social Security the following address: PO BOX 687, Pinedale, WY 82941. Otherwise you will not receive your social security card. Social Security is located at: 79 Winston Dr, Rock Springs, WY 82901; Telephone: 1-855-881-0211; Hours: Mon & Tues 9am-3pm, Wed 9am-12pm, Thu & Fri 9am - 3pm, except Federal holidays. Don't forget to get a receipt (and don't lose it) it is the only proof you have that you have applied!



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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

Mary Wolfe
Regional Manager
email: chimaryw@chinet.org
phone: 1.530.715.0195
WhatsApp: 1.530.636.3760



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.

