



## 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:** Atlantic Pier Amusements - Steel Pier  
**DBA:** Steel Pier - Atlantic City  
**Type of Business:** Amusement Park  
**Job location:** 1000 BOARDWALK  
**Location type:** Beach town  
**City:** Atlantic City  
**State:** NJ  
**Zip:** 08401  
**Website:** www.steelpier.com

#### Why choose us?

Spending your summer at Steel Pier means rolling up your sleeves and taking on a challenging job in a dynamic environment. Our summer positions provide you with a fantastic chance to gain hands-on experience and develop your skills while working with a dedicated team. Imagine having the iconic Atlantic City Boardwalk as your everyday backdrop, along with breathtaking ocean views from where you work – it's a place where hard work feels inspired. We highly value dedication and commitment, so if you're up for the challenge and want to make the most of your summer in a unique setting, we invite you to join us for a fulfilling and demanding summer job experience at Steel Pier.

#### Cultural exchange activities

One of the remarkable perks of working at Steel Pier in Atlantic City is the accessibility to vibrant cultural events in nearby iconic cities. Thanks to Atlantic City's efficient public transportation system, you can explore these exciting destinations on your days off, making the most of your experience, especially during the park's weekends-only schedule in May and September.

New York City (NYC)

Travel Time: Approximately 2.5 hours by bus or train.

Cultural Highlights: Explore world-famous landmarks, Broadway shows, museums, diverse cuisine, and unparalleled shopping. The city that never sleeps offers an endless array of experiences.

Philadelphia (Philly)

Travel Time: Just about 1 hour by train.

Cultural Highlights: Discover American history, art, and culture. Visit the Liberty Bell, Independence Hall, world-class museums, and savor the city's iconic cheesesteaks.

Washington D.C. (DC)

Travel Time: Approximately 5 hours by bus.

Cultural Highlights: Immerse yourself in the nation's capital, with its iconic monuments, historic sites, Smithsonian museums, and the political heart of the United States.

During the months of May and September when Steel Pier operates only on weekends, you have the perfect opportunity to plan day trips to these incredible cities. Embrace the culture, history, and entertainment they offer while relishing your time off. Atlantic City's strategic location and excellent public transportation system make it easy for you to embark on unforgettable adventures beyond the pier. Make the most of your summer by discovering the richness of these nearby cultural gems!

#### Position

**Job title:** OJL - Ride Operator

**Job prerequisites:**



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### Job Description

1. Advanced English proficiency required.
2. Adaptability to Weather Conditions .
3. Able to maintain constant movement at work and stand for long periods of time.
4. Comfortable in an urban/city environment.
5. Responsible for arranging your own housing.
6. Availability on Fridays, Saturdays, and Sundays is necessary.
7. Demonstrate maturity through respectful and cooperative behavior.
8. Willingly accept instructions from management.
9. Adapt to tasks not mentioned in the job description.
10. Demonstrate maturity through maintaining regular and punctual attendance.
11. Able to withstand working in sun and heat.

**Job description:** Must be able to work until Labor Day, September 3, 2024. Working as a Ride Operator at Steel Pier is a demanding role that requires both physical and mental stamina. Your primary objective is to ensure the safety and enjoyment of our guests. This entails a range of daily tasks, including testing ride systems, securing fences, and performing thorough safety checks. During your shifts, you will be responsible for operating rides according to established procedures and providing clear safety instructions to our guests while also enforcing the necessary rules to maintain a safe environment. Quick decision-making and vigilant monitoring of guest behavior are crucial aspects of your role. Effective communication is key in this position, as you will need to interact with colleagues, supervisors, and guests regularly. Physical strength is essential for this role, as you will be required to lift heavy objects, including children who need assistance. You should be prepared to handle rush hours, which can be particularly intense, and be flexible with your work schedule, as it may include evenings, weekends, and holidays. You will be responsible for ensuring that guests comply with ride policies, and adapting to a multicultural environment. Steel Pier values qualities such as honesty, courtesy, and friendliness, which you should embody in your interactions with guests and colleagues. It's important to note that you will be working in various weather conditions, including heat and sun. Resilience and the ability to perform well regardless of the weather are vital qualities for success in this role. At Steel Pier, we prioritize safety and fun, and we invite you to join us in creating memorable experiences for our guests. The role is demanding and requires both physical and mental stamina, you will stand for long periods of time. You should be prepared to handle rush hours, which can be particularly intense, and be flexible with your work schedule, as it may include evenings, weekends, and holidays. Steel Pier values qualities such as honesty, courtesy, and friendliness, which you should embody in your interactions with guests and colleagues. It's important to note that you will be working in various weather conditions, including heat and sun. Resilience and the ability to perform well regardless of the weather are vital qualities for success in this role. At Steel Pier, we prioritize safety and fun, and we invite you to join us in creating memorable experiences for our guests. The limited schedule before June 16th and after September 3rd.

#### Responsibilities:

- Ensure ride perimeter fencing is locked and secured
- Conduct ride and area safety checks
- Operate attractions per standard operating procedure
- Climb raised platforms and staircases
- Provide verbal safety instructions to guests
- Monitor and respond to inappropriate guest behavior, by enforcing rules and regulations
- Responsible for the safe and efficient operation of the attractions



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- Provide excellent guest service to all our customers
- Ability to communicate effectively in a professional manner with coworkers, supervisors, and park guests
- Ability to learn and understand all policies and procedures pertinent to the department and the functions of the job
- Ability to make quick and effective decisions
- Ability to work effectively independently as well as in a group setting
- Must be able to interact in a multicultural environment with a variety of ages
- Able to work in all weather conditions
- Must be able to lift 50lbs (22 Kgs) or more
- Maintaining a clean, safe, hazard-free work environment within the area of responsibility.
- Performing other duties as assigned by your manager.

English level required: Advanced

Hourly wage (before taxes): 15.25

Wage comments:

Position ID: 23590

Union: No

Union Dues:

### Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hrs ( Effort, Attendance )

Number of days per week: Varies

Overtime: Yes

Overtime details: Important Notice: Overtime Exemption for Seasonal Amusement Occupations

Under New Jersey law, employees in seasonal amusement occupations, such as amusement ride operators, amusement device operators, ticket cashiers, and game concession operators, are exempt from receiving overtime pay at 1.5 times the usual hourly rate after working 40 hours in a workweek.

This means that regardless of the number of hours worked beyond 40 in a workweek, employees in these specific roles will not receive an increased hourly rate. This regulation is firm and non-negotiable.

Earliest start date: 5/16/2024

Latest start date: 6/24/2024

Earliest end date: 9/3/2024

Latest end date: 9/23/2024

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details:



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Given the high cost of dining at the pier and the limited break times, we strongly encourage you to pack your lunch each day. This allows you to have a convenient and cost-effective option to refuel during your shifts. Your work days will be demanding and your unpaid breaks are not long enough to leave the pier. Packing your lunch ensures you have nourishment readily available, helping you stay energized throughout your shifts. We recommend bringing a refillable water bottle to keep you refreshed throughout the day. Hydration is key to maintaining your energy and focus. There is a small \$1 meal discount on-site, we want you to make informed choices that best suit your needs and budget. The choice to utilize the discount or pack your lunch is entirely up to you.

**Is a drug test required?** Yes

**Drug test comments:** Employees may be subject to pre-employment, random, reasonable cause, and/or post-accident drug testing.

**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](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:** Work & Travel participants should ensure that any additional job they consider does not conflict with their primary job schedule. It is essential not to begin work at a new job until obtaining approval from CHI. Starting a new job without CHI's permission will lead to the termination of your program, as this policy prioritizes your safety. Details regarding the necessary procedures will be provided in your welcome letter, and your CHI program coordinator is readily available to assist you throughout this process.

**When will work begin?** Your official start date will be scheduled once you arrive at the employer.

**Arrival Instructions:** For participants whose DS Start Dates fall before June 16th, it's important to note the following operational details at Steel Pier. Steel Pier operates exclusively on Fridays, Saturdays, and Sundays during this time frame. Although you will be required to visit the pier for the completion of your onboarding paperwork, your official start date will be scheduled for a Friday, regardless of your DS Date. Starting from June 16th to September 3rd, Steel Pier extends its operations to seven days a week. It is critical to arrive at the pier on a weekday for the initial processing, as students will not undergo processing on Saturdays or Sundays. Your official start date will be determined upon your arrival at the employer's location, and please be aware that these start dates may differ by several days from your DS date. For the period after September 3rd, Steel Pier once again operates exclusively on Fridays, Saturdays, and Sundays.

**Is training required?** Yes

**Conditions of training:** Training is paid at the hourly rate. Training may take up to two weeks. Adults participating in Work and Travel may not receive full hours until the training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Participants should expect to have less hours during the first two weeks of training. Participants will be required to work on peak business days, Friday, Saturday, and Sundays.

**Is there possibility to change positions?** Yes

**Uniform required?** Yes

**Does employer provide uniform?** Yes



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**Cost of uniform:**

Is uniform refundable? No

**Uniform provided details:**

Do students need to purchase specific clothes or footwear? Yes

**If so, details for clothing:** Participants should bring black work/uniform pants. These should be professional-looking with no cargo or side pockets. Avoid yoga pants, sweatpants, or any casual styles. Shorts and skirts should be in black and maintained at a professional length, typically just above the knee. All participants are required to purchase all black, non-skid, closed-toed shoes. Making certain footwear is comfortable and supportive as participants will be standing up to 14 hours a day.

**Grooming:** In the United States, adherence to cultural norms includes daily showering and the use of antiperspirant. Visible tattoos are acceptable as long as they do not display objectionable words or imagery. Maintaining clean and well-manicured fingernails of either short or moderate length is expected. Employees with long hair are required to keep it tied up and off their shoulders to ensure workplace hygiene and safety.

**Important points of job:** At Steel Pier, there will be situations where you will be asked to take on extra tasks or assist in areas outside of your assigned department. Participants need to be flexible and willing to assist in all operations, demonstrating a strong team player attitude. Assisting other departments is not only a good exposure but also a great way to build relationships.

**Additional position information:** What You Should Expect at Work:  
It is advisable to arrive before your DS Start date to handle housing, paperwork, and recover from travel fatigue. Keep in mind that weekend arrivals tend to be costlier due to higher tourist visitation. Patience is required as your employer integrates you into the schedule. Financial planning is also important, as you should have enough money to cover your expenses for at least three weeks. There is an expectation of continuous work. In the role of ride operator, dealing with disrespectful guests can be mentally draining, you will be tired of repeating yourself and answering repetitive questions. Ride operators must handle situations with patience and professionalism. Ensuring the safety of pier visitors is the most important responsibility of ride operators. This includes conducting safety checks, enforcing pier rules, and adhering to strict procedures. It is a role that demands attention to detail and commitment to safety. Working in varying weather conditions, such as extreme sun, heat or rain showers, can be physically and mentally challenging. Ride operators need to be prepared for these conditions. The job involves physically demanding tasks like manually checking restraints and assisting guests with mobility issues. Ride operators are required to stand for extended periods and resist the temptation to socialize when they need to remain attentive and alert. Employees should bring their own lunch and a water bottle, as food can be expensive in the pier. Limited operational days (Friday, Saturday, and Sunday in May and September) mean that there might not be as many opportunities for breaks. Breaks are not paid and are not required by law for adults over the age of 18. You will be required to keep phones securely stored in employee lockers during work hours; it is a necessary safety measure to ensure that operators are fully engaged and not distracted while on duty. Understanding that managers may be stressed and tired due to the demands of the job is important for maintaining a positive work environment. Managers must oversee a multitude of operational aspects, from scheduling and training staff to managing resources and ensuring that all rides and attractions are running smoothly. The complex logistics involved in managing an amusement park can be overwhelming, particularly during peak periods when the park is crowded. Being empathetic and professional in interactions with management can help prevent unnecessary tensions. The job's challenges and conditions are



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laid out in advance, and employees are expected to have read their job offers and understood what they were signing up for. Your perspective, attitude, and mindset shape your Work and Travel experience. Your actions, decisions, and emotional responses will influence how successful your summer will be. Every experience, whether positive or negative, is an opportunity for learning and personal growth. You will have both positive and negative experiences on Work and Travel.

#### Environment:

Atlantic City is a world-famous beach resort, it is also an urban environment. Independent adult participants should be comfortable in a city environment. Housing is must arrange own. Housing is older and modest at best.

#### Medical and Mental Health Issues:

If you enter the U.S. with a known medical or mental health condition that prevents you from fulfilling your duties at your pre-arranged job, your program will be terminated by CHI. It is crucial to disclose any allergies, whether to food, dust, or chemicals, as well as any pre-existing medical or mental health conditions that could impact your job performance. Should a sudden medical or mental health issue arise that hinders your ability to work, you are required to obtain a note from a U.S.-based doctor before taking any steps to leave your pre-arranged job. In cases where the medical or mental health condition is severe or not covered by your insurance, CHI may recommend that you return to your home country for your own health and safety.

#### How to Avoid Program Termination:

- **Keep Contact Info Updated:** If your phone number or address changes, update them in the CHI portal within three days.
- **Report to Your Assigned Employer:** Show up at the employer arranged for you by CHI.
- **Obtain CHI Permission for New Jobs:** If you want to work a new or second job, get approval from CHI first.
- **Respond to CHI Emails:** Make sure to reply to all emails from CHI, and keep them out of your spam folder.
- **Act with Integrity:** Always behave honestly, whether or not anyone is watching.
- **Maintain Good Attendance at Work:** Don't miss work or show up late without valid reasons.
- **Avoid Insubordination:** Follow your supervisor's instructions, and don't refuse to do your assigned tasks.
- **Fill Out Monthly Evaluations:** Complete these forms every month of the program.

#### Key Considerations:

- **Mobile Device Management:** Keep your mobile device stored in a designated area to avoid temptation, ensuring you remain focused on your assigned tasks. Refrain from using your mobile phone during meetings or training sessions, as your undivided attention is always required.
- **Attendance and Punctuality:** You are expected to be punctual and regularly present for work to maintain employment. A "No Call/No Show" may result in immediate termination. Should your employment be terminated for any misconduct, CHI is not responsible for securing you another job opportunity.
- **Job Expectations:** Your job offer may not list every task or responsibility that will be assigned. You will need to maintain an open mind and remain adaptable and fulfill all job-related tasks as assigned.
- **Position Understanding:** Your summer job is entry-level, and you do not possess decision-





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making authority within your employer's organization. It is not appropriate to attempt to dictate your work location, work schedule, or job duties. There is no guarantee or assurance that you will be scheduled with friends. You will be expected to follow the directions and rules set by management.

- **Learning Curve:** A new job often comes with a learning curve, as you adapt to new responsibilities and expectations. It may feel overwhelming initially, but you'll become more comfortable with time.
- **Emotional Challenges:** It's normal to feel stressed, anxious, or even frustrated, especially when faced with new tasks or difficult situations.
- **Social Interactions:** You'll interact with colleagues, supervisors, and possibly customers. Developing strong communication and interpersonal skills will be beneficial.
- **Personal Growth:** You'll learn about your strengths, weaknesses, interests, and values, all contributing to personal growth.

### Housing Information

**Housing name:** MUST ARRANGE OWN

**Housing address:** 24 S Georgia Ave

**City:** Atlantic City

**Phone:**

**Fax:**

**Contact:** Must Arrange Own

**Email:** Reservations@WorkandTravelLodge.com

**Website:** airbnb.com, vrbo.com, furnishedfinder.com, workandtravellodge.com

**Housing assisted by:** Must Arrange Own

**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 or 6

**Bedrooms:** 1

**Bath:** 1

**Cost Type:** Week

**Cost Amount:** \$162.50

**Cost Details:** \$162.50 to \$243.75

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** Yes

**Deposit amount:** \$575 to \$743.75

**Housing deposit due date:** On Arrival

**Instructions for deposit payment:** Must Arrange Own - Instructions for deposit payment will vary depending on the reservation you make.

**Is housing deposit refundable?** No

**Conditions for deposit refund:**



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A security deposit, also called a damage deposit, is security for the landlord. Each tenant is responsible for all of the conditions of the landlord/tenant agreement. If one tenant damages the premises, the landlord may deduct the damages from the tenant who caused the damage, or the landlord may choose to deduct money from all of the tenants' deposits. Participants should understand the return of this deposit is conditional and may not be returned. This deposit may be retained by the landlord for the following: any unpaid rent or utility bills; payment for damages to the premises; any cleaning; failure to remove any collected trash and food waste from the premises at least once a week; failure to remove trash from the premises which requires pest control professionals; failure to remove ALL collected trash and food waste from the premises before departure; failure to remove collected trash in the yard or street area around or near to the premises, including trash disturbed by birds or animals; disturbances to neighboring premises from parties or loud noise; leaving the premises prior to the end of the negotiated term. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Utilities included:** No

**If so, utilities details:** Most housing includes some utilities.

**Utilities estimated cost per month:** Arrange Own

**Is the housing mandatory?** No

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

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

**Transportation details:** Walking, Bicycle, [www.jitneyac.com](http://www.jitneyac.com), [www.njtranist.com](http://www.njtranist.com)

**Additional housing features:** Most housing is furnished with a kitchen. Coin-operated laundry services are available throughout the city. Internet is provided at the two free Atlantic City Public Library locations, several Starbucks locations, and McDonald's.

**Comments:** Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Atlantic City is a city with a mix of urban and resort elements. It's renowned for its world-famous boardwalk, stunning beaches, and a lively entertainment scene that includes casinos, theaters, and restaurants. Like many urban areas, it faces socio-economic challenges in some neighborhoods, but it also offers job opportunities and cultural experiences. It's crucial for participants in the Work and Travel program to be at ease with urban living conditions.

**Location details:**





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#### Discover Atlantic City: Must Be 21 for Casino Fun

Atlantic City offers a wealth of entertainment, and it's essential to be aware of the legal age restrictions. According to current state law, individuals under 21 years old who enter or gamble at a casino can face significant consequences, including fines ranging from \$500 to \$1,000 and being guilty of a disorderly persons offense. Please adhere to these regulations when exploring the city's offerings.

#### Boardwalk Adventures and Historic Charm

Take a leisurely stroll along the iconic boardwalk, where you'll find an array of amusements and delightful eateries. Don't miss the chance to visit the historic Absecon Lighthouse, proudly standing as New Jersey's tallest. It's a must-see for history enthusiasts and those seeking panoramic views.

#### Beach and Water Adventures

Atlantic City's stunning beaches offer an ideal backdrop for relaxation and water-based activities. Experience the thrill of parasailing, embark on charter fishing expeditions, or set sail on a party cruise.

#### Casino Excitement and Nightlife

For those of age, Atlantic City boasts world-class casinos and premier nightclubs featuring renowned DJs like Tiesto.

#### Gateway to Iconic Cities

Atlantic City's strategic location provides quick access to the vibrant metropolises of New York, Philadelphia, and Washington, D.C. Explore these dynamic cities during your stay and make the most of your time in the region.

**Average daily temperature:** 18 - 37 °C (Summer), 64 - 98 °F (Summer)

**Community or regional website:** [www.atlanticcitynj.com](http://www.atlanticcitynj.com)

**Nearest cities:** NYC and Philadelphia

**Distance to nearest cities:** 2.5 hours (NYC) and 1 hour (PHL)

**What to wear:** For cooler evenings and windy nights, include sweaters, sweatshirts, jeans, and a few lightweight layers for added comfort. Pack lightweight clothing like shorts, tank tops, t-shirts, and sun dresses for warm days. Don't forget your swimwear and a light rain jacket.

**Available public transportation:** [www.njtransit.org](http://www.njtransit.org), [www.jitneyac.com](http://www.jitneyac.com)

**Public transportation access:** Excellent

#### 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:** Philadelphia (PHL), New York (EWR), (LGA), (JFK)

**Nearest airport:** Atlantic City International Airport (ACY)

**Transportation from airport to employer and / or housing:** Taxi, Bus, Train, [www.rome2rio.com](http://www.rome2rio.com)

**Nearest bus station (to the airport):** 10th & Filbert Streets, Philadelphia. Port Authority Midtown Bus Terminal, NYC

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

**Nearest train information (to the airport):** 30th Street Station, Philadelphia & Penn Station, NYC

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

**If participant arrives after hours suggested, overnight accomodation:** [www.hihostels.com](http://www.hihostels.com), [www.applehostels.com](http://www.applehostels.com)

**Cost per night:** \$80 +

**Transportation to overnight accomodation:** Taxi, Bus, Train, [www.rome2rio.com](http://www.rome2rio.com)

**Transportations cost:** \$70 +

**Travel Instructions:** Participants should conduct research before booking their plane tickets using resources like Google Maps, Moovit.com, and [rome2rio.com](http://rome2rio.com) to find the most convenient and cost-effective travel options.



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#### Social Security Information

Does the company require students to have Social Security number before arriving to the work place? No

Does the company provide Social Security application assistance? No

**If so, details:** Participants will need to take a bus to the Social Security office. You are allowed to begin work immediately upon your arrival. It is crucial to note that you must provide your Social Security card before you can receive your first paycheck. It is your responsibility to promptly show the card to your employer upon receiving it. International adult participants will only become eligible for direct deposit once the employer receives a copy of your Social Security card. Paychecks will not be issued until this requirement is met. Come prepared with a housing deposit, spending money, and three weeks' worth of rent before receiving your initial paycheck. This preparation ensures a smooth transition into the program.

**Where is the closest Social Security office?** Egg Harbor Township, NJ

**How far is the Social Security office from the work place?** 45 minutes by bus

**Specific instructions:** Office Address: The Social Security Office is located at 1350 Doughty Rd Egg Harbor Twp, NJ 08234.

SEVIS Validation: Ensure SEVIS validation at least 5 business days before applying.

In-Person Application: Apply in person at the Social Security Office with your passport and DS-2019 (original copy signed in blue ink), plus a valid mailing address. Verify your application receipt for accuracy before leaving.

Processing Time: Expect to receive your SSN within 14 business days. If not received in 14 business days, return to the office with passport, DS-2019, and application receipt for a status check.

Office Hours: Offices are open on weekdays, Monday to Friday, from 9 am to 4 pm.

Closure Dates: The office is closed on two bank holidays during the summer: May 27, 2024, and June 19, 2024.

# 2024 Calendar

## MAY

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					3	4							
5					10	11		2				7	8
12					17	18		9				14	15
19					24	25		16	17	18	19	20	21
26	27				31			23	24	25	26	27	28
								30					29

## JUNE

**OPERATIONAL HOURS**

From June 16th to September 3rd, Steel Pier operates seven days a week, giving you a full week of work opportunities.

During the months of May and September, Steel Pier is only operational Friday, Saturday, and Sunday. Participants may work their approved additional jobs.

## JULY

S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							
7	8	9	10	11	12	13		4	5	6	7	8	9
14	15	16	17	18	19	20		11	12	13	14	15	16
21	22	23	24	25	26	27		18	19	20	21	22	23
28	29	30	31					25	26	27	28	29	30

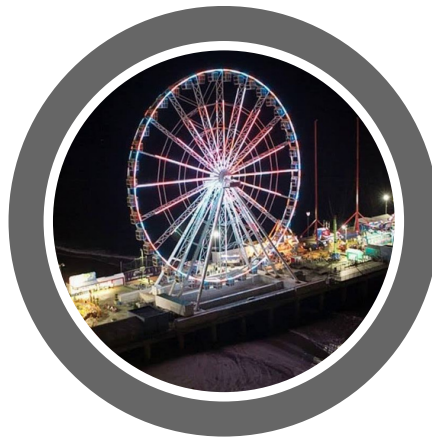
## AUGUST

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3						
					8	9	10		1	2	3		
					15	16	17					6	7
					22	23	24					13	14
					29	30	31					20	21
												27	28

## SEPTEMBER

To proceed with your placement at Steel Pier, please sign this document and return it to [chiamyj@chinet.org](mailto:chiamyj@chinet.org).





# STEEL PIER

## Atlantic City, New Jersey

Adaptation is not always easy, working is hard, but it is important to remember that you are temporarily in the United States for a new learning experience. The key to a successful program is to stay positive and be flexible.



Participants who accept the position, must be willing to work in the sun and hot temperatures.



Participants who accept the position should be aware rain can effect their hours. Steel Pier is an outdoor position.



The concept of time plays a great role in American culture. Being late consistently makes you unreliable. Come to work as scheduled and on time. Good attendance ensures your hours.



No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Expect lower hours during the first two weeks of training.



New Jersey does not require employers to provide breaks, for workers 18 years old or older. Breaks are not available every workday. On days when 30-minute breaks are available, students must clock out during this period.



Steel Pier will not change your schedule to accommodate your second job. Second jobs must be approved by CHI prior to starting. Your CHI coordinator will help you with this process. Your second job can not conflict with your primary job. If you have a conflict, your primary employer will not guarantee 32 hours.



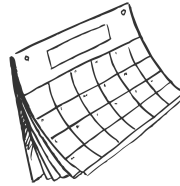
Participants who accept the position, must be physically able push, pull, and lift 15 kgs with no physical limitations. Requires standing for long periods of time.



Participants should love children and have the patience to deal with difficult children or parents.



Participants who accept the position, must be willing to clean. Including bathrooms.



May 1st to June 16th Steel Pier is only open Friday through Sunday. Full-time hours occur after June 16th. Weekend hours return after September 3rd.



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.



Open a bank account and get a debit card. Do not carry cash, valuables or your documents with you. Bring an alternative ID to carry. Keep your passport and documents stored safely at your housing.



Participants should have the experience and knowledge necessary to deal with the potential dangers of life in an urban/city environment. Pick pockets operate in this area.



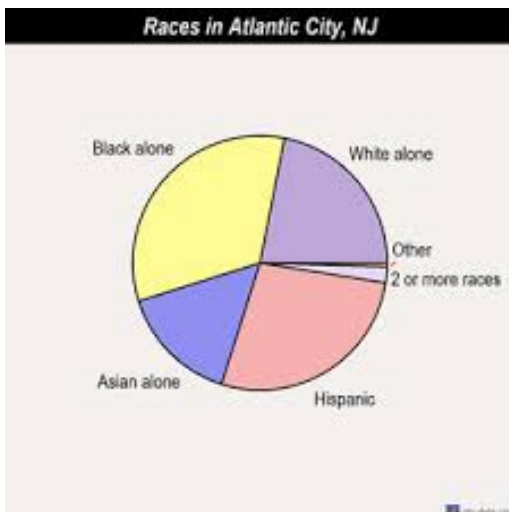
Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.



You must arrange your own housing. We recommend you search for your housing prior to arrival. Be prepared with an arrival plan. Do not arrive late at night.



A security deposit protects landlords from the cost associated with; parties, loud noise, damage, dirt, trash, unpaid rent, or utility bills. Participants who leave housing before the end of their program will \*NOT\* see any portion of their security deposit returned. Your refund is conditional, CHI coordinators can not negotiate a return.



Participants should be aware the United States is a melting pot. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.





CULTURAL HOMESTAY INTERNATIONAL

# Welcome Letter

## WORK & TRAVEL

Dear International Adult Participant,

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 Jennifer Campbell. I am the Senior Regional Manager for the Mid - Atlantic & Ohio Regions 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. 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!

Warm Travel Wishes,

*Jennifer Campbell*

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Please read the CHI Participant Handbook, which you should have received at orientation or from your home country 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.

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## 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 will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.

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## 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 participant 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.
- 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, drivers 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 participants 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, wear a helmet.

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## Communicate Your Arrival Information

- 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 [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.

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

- 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 to check in, use the SEVIS tab on the left hand side of the [wt.chinet.org](http://wt.chinet.org) portal.
- 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.

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## 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 participants often misplace documents. Participants 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.

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## Traveling to your Final Destination

- 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.)

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## 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 [www.sevis.org](http://www.sevis.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.

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## 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

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## 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.

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## 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.

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## 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, free to low cost .
- 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.

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## Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages or participate in any gambling. Underage drinking or gambling is illegal and can have severe consequences for young people and for adults who provide alcoholic beverages to those under 21.
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