



## 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:** Downtown Aquarium, Houston, (Landry's Inc DA Houston)

**DBA:** Downtown Aquarium, Houston, (Landry's Inc DA Houston)

**Type of Business:** Amusement Park

**Job location:** 410 Bagby St

**Location type:** Metropolitan area

**City:** Houston

**State:** TX

**Zip:** 77002

**Website:** [www.downtownaquarium.com](http://www.downtownaquarium.com)

### Why choose us?

Downtown Houston is close to the theater district, the metro rail for easy access and bus lines. Downtown Aquarium is part of Landry's, which has many great employee benefits including discounts on meals and retail.

### Cultural exchange activities

Houston is America's fourth-largest city. It is a cosmopolitan destination, filled with world-class dining, arts, shopping and nightlife. Take a stroll through the historic Heights, spend the day exploring the Museum District or head down to Space Center Houston. We give City Pass booklets to all students, arrange an outing to the Kemah Boardwalk or the Pleasure Pier. Offer time to explore surrounding cities.

### Position

**Job title:** Retail Sales Clerk

**Job prerequisites:** Advanced English. Drug test required. Must attend Orientation held on Wednesdays at 3pm before you can start work.

**Job description:** Opens and closes retail outlets, stocks and maintains merchandise displays, operates cash register and processes cash and credit card purchases, immediately reports any guest complaint to management, follows the safety rules provided in the Safety Program found in the Employee Orientation Manual and reports any safety hazards to management immediately. You will occasionally be required to maneuver confined spaces. Must be capable of regularly lifting and/or moving up to 25 pounds (12 kg), and occasionally lifting and/or moving up to 50 pounds (23 kg). Must like dealing with people and be friendly and have an outgoing personality. Requires attention to detail, punctuality, and a great service attitude & team spirit. Follow all safety policies, interact positively with the guests and other crew members. You will be standing the entire shift and requires moderate lifting and mobility. Must have a great team attitude, and be a dependable, hard working, friendly and very trustworthy and honest individual. Could be cross-trained in another areas. Students will be escorted to a facility for their drug test. They cannot start work until this is completed. \*\* Orientations are held on Wednesdays only, so please arrive in time to attend one of these orientation. \*\*

**English level required:** Advanced

**Hourly wage (before taxes):** 11.00

**Wage comments:**

**Position ID:** 16600

### Position Information



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### Job Description

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 5-8

Number of days per week: 4-6

Overtime: No

Overtime details:

Earliest start date: 5/5/2022

Latest start date: 6/15/2022

Earliest end date: 8/25/2022

Latest end date: 9/25/2022

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: 50% off meals if student enrolls in employee discount program

Is a drug test required? Yes

Drug test comments: Students will be escorted to a facility for their drug test. They cannot start work until this is completed. Contact employer upon arrival in Houston.

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: This job must be your first priority. A second job cannot interfere with your scheduled hours. Please contact your CHI Program Coordinator about 2nd job.

When will work begin? Few days after attending the Wednesday afternoon orientations.

Arrival Instructions: Please contact your CHI Program Coordinator about what day you should fly to Houston and about securing your own housing. Students will be escorted to a facility for their drug test. They cannot start work until this is completed. \*\* Orientations are held on Wednesdays only, so please arrive in time to attend one of these orientation. \*\*

Is training required? Yes

Conditions of training: Paid hourly training

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$30-\$50

Is uniform refundable? No

Uniform provided details: Employer provides polo shirt and name tag.

Do students need to purchase specific clothes or footwear? Yes

Students must purchase and bring the following:



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**If so, details for clothing:**

- White t-shirt (short-sleeved, with no logo), to be worn under the Aquarium provided shirt.
- Shirts should always be tucked in the pants.
- Khaki pants or shorts with belt loops. The pants/shorts cannot have frayed edges or touch the ground. Short hems must fall within 2 inches from the top of the knee and may not be cut off or have rolled cuffs.
- The following fabrics/styles are not acceptable: denim, corduroy, linen, textured, fleece (sweat pant material), balloon or patch pockets, cargo, baggies, bell bottoms, stretch, or hip-huggers.
- Black belt (Large buckles or ornamentation are not allowed).
- Black tennis shoes with plain black socks.

You must arrive 15 minutes early to your shift in your full uniform attire.

**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. Clothes must be clean and wrinkle-free.

**Important points of job:** Must love working with the public (young and older). Must be friendly, approachable, outgoing, helpful and always be smiling!

**Additional position information:**



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## Job Description

### Housing Information

**Housing name:** Morty Rich Hostel

**Housing address:** 501 LOVETT BLVD

**City:** Houston

**Phone:** (713) 636-9776

**Fax:**

**Contact:** Office Help

**Email:** houston@hiosa.org

**Website:** <https://www.hiosa.org/hostels/texas/houston/the-morty-rich-hostel>

**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:** 1+

**Bedrooms:** 1+

**Bath:** 1+

**Cost Type:** Day

**Cost Amount:** \$30.00

**Cost Details** Rate can vary \$28 to \$35

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

**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:** No

**If so, utilities details:**

**Utilities estimated cost per month:**

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** Yes

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

**Transportation details:** Housing is about 7 miles from work. You can take public transportation, ride a bike or walk.

**Additional housing features:** This is a hostel with dorm style rooms. There is wi-fi, continental breakfast, shared guest kitchen, pool, and 24 hr reception.

**Comments:** This is just a temporary option for you while you seek more permanent housing. Please check Airbnb, Craigslist, ask co-workers, check with local churches, read bulletin boards, etc.



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## Job Description

### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Amusement theme park in a metropolitan area.

**Location details:** Known around the world for NASA Space Center in the Clear Lake area and Texas Medical Center, Houston is also the proud home of a dizzying array of performing arts groups, professional sports teams, shopping destinations and great restaurants. Relaxing is easy, with great golf courses, beautiful parks, sumptuous spas, inspiring museums and spectacular shopping. Population: 2.1 million

**Average daily temperature:** Summer: High 94F (34C); Low 78F (26C)

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

**Nearest cities:** Houston

**Distance to nearest cities:** N/A

**What to wear:** Bring light clothing, shorts, t-shirts, pants, light jacket, sunglasses, sunscreen

**Available public transportation:** Metro bus and rail

**Public transportation access:** [www.ridemetro.com](http://www.ridemetro.com)

### 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

|  |   |
|--|---|
| <b>Nearest international airport:</b>  | Houston International Airport (IAH)   |
| <b>Nearest airport:</b>  | William P Hobby Airport (HOU)   |
| <b>Transportation from airport to employer and / or housing:</b>             | Take a taxi or Uber to your pre-arranged housing  |
| <b>Nearest bus station (to the airport):</b>                                 | At the airport  |
| <b>Bus information (web site):</b>   | N/A   |
| <b>Nearest train information (to the airport):</b>                           | N/A   |
| <b>Train information (web site):</b>   | N/A   |
| <b>If participant arrives after hours suggested, overnight accomodation:</b> | Hostels/Hotels  |
| <b>Cost per night:</b>   | Varies  |
| <b>Transportation to overnight accomodation:</b>                             | Bus, Taxi, Uber/Lyft  |
| <b>Transportations cost:</b>   | Varies  |
| <b>Travel Instructions:</b>  | New hire orientation is held each Wednesday of the week at 3pm local time. You must attend this orientation. If you arrive on a Thursday or Friday or the weekend you must wait until the following Wednesday to attend the new hire orientation - NO EXCEPTIONS. |

### Social Security Information

|  |  |
|--|--|
| <b>Does the company require students to have Social Security number before arriving to the work place?</b> | No   |
| <b>Does the company provide Social Security application assistance?</b>                                    | No   |
| <b>If so, details:</b>   | It is important you call the local SSA office within your first few days so you can get your appointment scheduled.  |
| <b>Where is the closest Social Security office?</b>  | 8989 Lakes at 610 Drive, Houston TX 77054  |
| <b>How far is the Social Security office from the work place?</b>  | 16.5 miles (26K)   |
| <b>Specific instructions:</b>  | Upon arrival in America, please validate your student profile in our database. Then, the next day, call Social Security Administration (SSA) to schedule your ss card appointment. Their offices are not open to drop in; only for those with appointments. If the SSA office says they will call you back and you don't hear from the, call them again (and again if necessary). Don't wait a week or more to talk to them. |

By the end of your first two weeks, you should have your appointment scheduled On your application form, please list your employer's mailing address to ensure your card arrives in a timely manner. Don't forget to get a receipt as proof that you applied for your ss card.



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, fun, adventurous, but also overwhelming at times, 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.

To have a successful program, 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](mailto: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 employer's address to ensure delivery.
- You are required to bring at least \$1000 with you from your country. We recommend you bring \$1200. In 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 your 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 onto [www.wt.chinet.org](http://www.wt.chinet.org) to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and WhatsApp group 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](http://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 safely.
- Log into your CHI Work & Travel profile page 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 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.

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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
- Vaccination card

### 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.

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## 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](http://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.)



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## Arriving at your Final Destination | What do I need to do now?

- Contact 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.
- Once you validate, the next day call the Social Security Administration and get an appointment to apply for your ss card.

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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 apply for your SS card at the local Social Security Office. You have to call SSA and schedule your appointment. Their offices are not open to drop in. If they do not call you back, call them again (and again if necessary). By the end of your first two weeks, you should have your appointment scheduled. It is your responsibility to get an appointment to apply for your card.

#### 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 doctor's office, urgent care facility, or clinic, pay \$100 and your insurance should cover any costs incurred after \$100.
- For a serious emergency, you should go to the hospital or emergency center, pay \$250 and your insurance should cover any costs incurred after \$250.
- There is no dental or vision 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.

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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. 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.

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*Be Safe. Follow the rules. Have fun.*

