



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Beach Mart, Inc. - Nags Head, NC
Type of business: Retail
Job location: Beach Mart, Inc. - Corporate Office
City: NAGS HEAD
State: NC
Zip: 27959
Website:

Why choose us?

Beach Mart offers very good overtime and \$100 bonus at the end of the students contracts if they have respected the dates they have signed for. Beach Mart owns more than 15 retail souvenir stores. These positions primarily focus on merchandising and customer service, 2 miniature golf courses, and a gym along the Outer Banks of North Carolina; spreading out over 160 kilometers. If you enjoy the beach, sand, ocean, fresh air and outdoors, this is the place you want to be.

Cultural exchange activities

There are many events/festivals throughout the year to attend in the Outer Banks; Such as: music concerts, Woodstock to celebrate animals, holiday events, seafood festivals, air show, surfing contest, bike week and their Annual marathon.

View this page for events in the area: www.outerbanks.org/outerbanks-events

Position

Job title: Cashier, Stocker - Early

Job description and required skills: Must have prior paid work experience. By accepting this job, you understand that you will be assigned to a store location and housing when you arrive at the main office. You will be trained and required to do one or all of the following: cashiering, stocking, pricing, folding merchandise, hanging clothes and cleaning both inside & outside the stores (outside limited to set up/tear down of displays & picking up trash/sweeping parking lot for cigarette butts) cleaning bathrooms. Males will have to do some heavy lifting, up to 30 kilos. Housing is mandatory. Please find attached the Beach Mart Stores with their addresses.

English level required: advanced

Hourly wage (before taxes): \$8.00

Position ID: 33403



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Position Information

Tips:	no
Bonus:	yes
Bonus conditions:	\$100 bonus at the end of your contract if you have respected the dates you have signed for.
Estimated hours per day:	7-8
Number of days per week:	5-6
Possibility of students getting more than estimated hours:	average
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/10/2017
Latest start date:	06/01/2017
Earliest end date:	08/25/2017
Latest end date:	09/07/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	no
Are meals included?	no
Is a drug test required?	no
Is Skype interview required?	yes
Do students complete an additional application upon arrival?	yes
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:	Your job at Beach Mart comes first and takes priority over a second job. 2ND jobs must be approved by CHI before you begin working that job. Please contact your Program Coordinator (Wendie Mewszel) for instructions on how to apply for the 2nd job. Working a 2nd job before approved, can put your work Visa in jeopardy.
How soon after arrival will participants begin working?	Within 3 days. Students can not begin work until the start date on the DS form.
Specific instructions for arrival to employer:	YOU MUST GO TO BEACH MART'S CORPORATE OFFICE UPON ARRIVAL! CORPORATE OFFICE ADDRESS IS: 2229 S CROATAN HWY, NAGS HEAD, NC, 27959. Once you arrive at Beach Mart's Corporate office, you will check in with Wendy, your employer, complete your new employee paperwork, receive your housing and store information and be driven to your location. YOU MUST ARRIVE INTO NORFOLK AIRPORT (ORF), VA BEFORE 1:00 PM! If you arrive into Norfolk, VA after 1:00 PM, you will not have enough time to travel to Nags Head before their corporate office closes at 4:00 PM. The Beach Mart Corporate office is only open Monday through Friday from 9 am to 4 pm; it is NOT open on Saturday or Sunday, or after 4:00 PM. If you arrive outside of these hours, their office will be closed. You will have to take a taxi to a motel and back to Beach Mart's office the following business day, all at your expense!
Is training required?	yes
Conditions of training:	Training is paid at the same wage. The length of training depends on how quickly you learn and are able to perform required duties at or above a satisfactory level.***Possibility of overtime depends on your work performance and needs of the business.
Is there possibility to change positions?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Grooming requirements: NO facial piercings except earrings or bold or unnatural hair colors.
Uniform: Employer will provide t-shirt. You are free to wear shorts, jeans, pants or skirts. NO short shorts or mini skirts; must be conservative length. Sneakers are recommended because of standing and walking long hours while working.

Additional information:

Must have prior work experience. Students are to report to the corporate office upon arrival. You will be assigned to a store and housing when you arrive. Please arrive at the office Monday through Friday between the hours of 8am-4pm. They are closed on the weekends. If you arrive outside of their business hours, you will need to stay overnight in a hotel, at your own expense. PLEASE NOTE THAT IF YOU ARE TRAVELLING WITH A FRIEND, GROUP OF FRIENDS THERE IS A HIGH CHANCE FOR YOU TO LIVE AND WORK SEPARATELY, SOMETIMES 50 MILES APART. THERE IS NO GUARANTEE FOR FRIENDS TO LIVE OR WORK TOGETHER.

Housing Information

Housing name:

SU17 - Beach Mart - Numerous locations in Outer Banks

Housing address:

2229 S Croatan Highway

City:

Nags Head, NC 27959

Phone:

252-480-0009 ext 21

Fax:

Contact:

Wendy Ray

Email:

beachmartinc@gmail.com

Website:

Housing assisted by:

Employer

Is student required to sign a separate housing contract?

yes

If so, contract details:

Students must stay in company-provided housing. Students will be assigned housing after their store location is assigned. Students are asked to read & sign a lease for the house or apartment where they will be living. This is for the protection of the student & employer. The type of housing may be a house, condo or apartment depending on location.

Type of housing:

Apartment

Number of people to a room:

2-4

Bedrooms:

2-6

Bath:

1-3

Estimated cost of housing per week:

\$100.00 per person

Is housing cost deducted from paycheck?

yes

Is housing deposit required?

yes

Deposit amount:

\$250 per person

Housing deposit due date:

See below

Instructions for deposit payment:

\$250 deposit will be taken out of your paycheck in 3 installments.

Is housing deposit refundable?

yes

Conditions for deposit refund:

The conditions to receive the refund are as follows: the house is left without damages, no trash or food left in the house, clothes or personal belongings not left in the house, and the house is kept clean during your stay. If they have to call an exterminator, because of roaches (due to not cleaning) the refund will also be effected.



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Utilities included:

yes



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If so, utilities details:	All utilities are included in the rent.
Utilities estimated cost per month:	Included
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:	Housing for Beach Mart is provided. Each location will have housing either on the premises or within 2 miles from the store location. Students can walk or ride a bike.
Additional housing features:	The housing is fully furnished and has WIFI. Students will need to provide their own pillows and linens.
Location of work site best described as:	Ocean
Location details:	If you enjoy the sun, beach, reading, site seeing and lighthouses, this is the place for you. If you're looking for a big city atmosphere, this is not the place for you. The only transportation services are taxi or Uber.
Average daily temperature:	80 F & up; very humid
Community or regional website:	https://www.outerbanks.org
Nearest cities:	Elizabeth City Population: 18,683
Distance to nearest cities:	60 miles
What to wear:	Swimsuit, shorts, tank tops, light jacket, jeans, t-shirts.
Available public transportation:	Taxi only
Public transportation access:	Taxi only
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	yes
Post office:	yes
Bank:	yes
Movie theater:	yes
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	no
Public library:	yes
Comments:	

Spring students may still be in the housing when you arrive. They will remain there until the end of their program.



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Suggested Travel Information

Nearest international airport:	Norfolk International Airport (ORF)
Nearest airport:	Norfolk International Airport (ORF)
Transportation from airport to employer and / or housing:	Taxi Service
Nearest bus station (to the airport):	Greyhound
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	Hotel in Norfolk, VA
Cost per night:	\$70 - \$125
Transportation to overnight accomodation:	Taxi
Transportations cost:	Varies
Specific instructions:	<p>YOU MUST GO TO BEACH MART'S CORPORATE OFFICE UPON ARRIVAL! CORPORATE OFFICE ADDRESS IS: 2229 S CROATAN HWY, NAGS HEAD, NC, 27959. Once you arrive at Beach Mart's Corporate office, you will check in with Wendy or Gwen, complete your new employee paperwork, receive your housing and store information and be driven to your location. YOU MUST ARRIVE INTO NORFOLK AIRPORT (ORF), VA BEFORE 1:00 PM! If you arrive into Norfolk, VA after 1:00 PM, you will not have enough time to travel to Nags Head before their corporate office closes at 4:00 PM. The office is only open Monday through Friday from 9 am to 4 pm; it is NOT open on Saturday or Sunday, or after 4:00 PM. If you arrive outside of these hours, their office will be closed. You will have to take a taxi to a motel and back to Beach Mart's office the following business day, all at your expense! Transportation Options from Norfolk Airport (ORF) to Beach Marts Corporate Office: 2229 S. Croatan Hwy., Nags Head, NC 27959:</p> <p>Brian Valentine: Transportation service to/from the Outer Banks. Email: briankvalentine@yahoo.com Phone: 757-770-2627</p> <p>Need A Ride: Any time to/from Norfolk/Elizabeth City Contact Name: Derry Phone Number: 252-548-1544 email: needaride2013@gmail.com</p> <p>Gary Stewart: Transportation to Norfolk airport or bus station in Elizabeth City 757-404-2772</p> <p>Dawn Goninan: 13-passenger van available for transportation to Norfolk Airport and Elizabeth City. Norfolk transport is \$75 for the first person and \$25 for each additional person. Elizabeth City is \$40 for the first person and \$15 for each additional person. Phone: 252-207-3309 Email: dawngoninan@gmail.com</p> <p>A1 Taxicab 252-599-7777 – Norfolk, Elizabeth City Bus station & airport service. They also speak Russian.</p>



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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?	yes
If so, details:	The Beach Mart office will contact students, when it's their turn to apply. They make trips every Tuesday to Elizabeth City. There is no cost to the student.
Where is the closest Social Security office?	1865 WestCity Dr.,Elizabeth City,NC
How far is the Social Security office from the work place?	1 Hour
Specific instructions:	Make sure to read your student handbook and to take all of your documents with you. If you fail to take all of the required documents with you, you will have to travel back to Social Security on another day at your own expense.



CULTURAL HOMESTAY INTERNATIONAL

BEACH MART – NORTH CAROLINA

Store assignment process:

- YOU MUST GO TO BEACH MART'S CORPORATE OFFICE UPON ARRIVAL! CORPORATE OFFICE ADDRESS IS: 2229 S CROATAN HWY, NAGS HEAD, NC, 27959. Once you arrive at Beach Mart's Corporate office, you will check in with Wendy, your employer, complete your new employee paperwork, receive your housing and store information and be driven to your location. **Please arrive at the office Monday through Friday between the hours of 8am-4pm.**
- Please note that you can be assigned to any of these stores depending on your employer`s needs at the time of your arrival.
- Please note that some of the stores can be 1-2 hours away from each other by car.
- Housing is provided by the employer and it is usually very close to the store.
- PLEASE NOTE THAT IF YOU ARE TRAVELLING WITH A *FRIEND, GROUP OF FRIENDS, GIRLFRIEND, BOYFRIEND* THERE IS A HIGH CHANCE FOR YOU TO LIVE AND WORK SEPARATELY, IN SOME CASES EVEN 50 MILES APART. THERE IS NO GUARANTEE FOR FRIENDS TO LIVE OR WORK TOGETHER.
- Please see the next page for all the store names with their addresses:

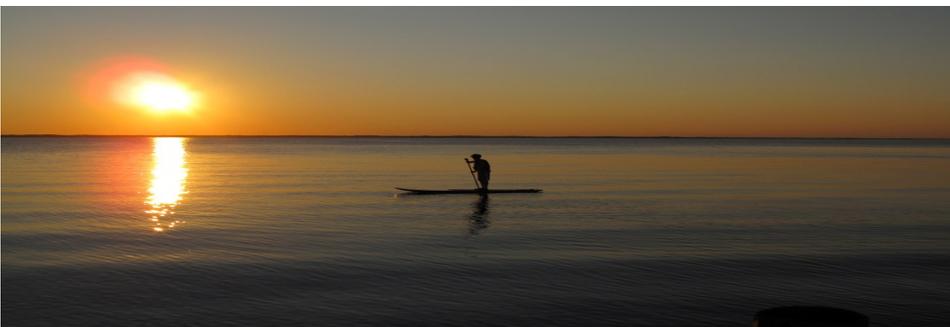
STORE NAME	ADDRESS	CITY
Beach Mart - Store 18 - Just for the Beach Outlet	501 HUNT CLUB DR UNIT 4	COROLLA
Beach Mart - Store 15 - Ocean Drive Beachwear	807 OCEAN TRL	COROLLA
Beach Mart - Store 16 - Super Wings	40494 NC 12 Highway	Avon
Beach Mart - Store 11 - Super Wings	7107 S CROATAN HWY	NAGS HEAD
Beach Mart - Corolla Adventure Golf & Bumper Cars	810 OCEAN TRL	COROLLA
Beach Mart - Store 2 - Pirate's Quay Shop Ctr	3022 S CROATAN HWY	NAGS HEAD
Beach Mart - Store 8 - Super Wings	1188 DUCK RD	DUCK
Beach Mart - Store 9 - Just For the Beach Outlet	6902 S VIRGINIA DARE TRL	NAGS HEAD
Beach Mart - Store 3 - Super Wings	1405 S CROATAN HWY	KILL DEVIL HL
Beach Mart - Store 4 - Super Wings	818 OCEAN TRL	COROLLA
Beach Mart - Store 14 - Super Wings	610 CURRITUCK CLUBHOUSE DR	COROLLA
Beach Mart - Store 17 - Super Wings	46898 NC 12 Highway	Buxton
Beach Mart, Inc. - Corporate Office	2229 S CROATAN HWY	NAGS HEAD
Beach Mart - Store 1 - Super Wings	4116 N CROATAN HWY	KITTY HAWK
Beach Mart - Store 10 - Super Wings	57937 NC-12	Hatteras
Beach Mart - Store 13 -Timbuck II - Just For The Beach	790-C Ocean Trail	COROLLA
Beach Mart - Store 5 - Super Wings	2907 S CROATAN HWY	NAGS HEAD
Beach Mart - Store 6 - Super Wings	100 E FORBES ST	NAGS HEAD
Beach Mart - Store 19 - Super Wings	813 OCEAN TRL	COROLLA
Paradise Golf Fun Park	3300 N CROATAN HWY	KILL DEVIL HILLS
Beach Mart - Store 21 - Super Wings	41934 NC 12 Highway	Avon
OB Gas Operating Co Inc.	814 OCEAN TRL	COROLLA



Welcome to Beach Mart and the Outer Banks of North Carolina. Beach Mart is hiring for Cashier/ Stocker position. The rate of pay is \$8.00 per hour.

The Outer Banks is known for its quiet and relaxing atmosphere. If you are looking for nightlife every night, this is not the place for you.

Mandatory housing is \$100 per person, per week. The security deposit is \$120 per person.





STUDENT AGREEMENT **Cultural Homestay International**

Student:

Employer: Beach Mart Inc.

Date:

1. I understand that CHI is my only true friend in the US and I will get the best advice from my local CHI coordinator, not from friends/social media/other people that might not be very knowledgeable regarding certain aspects of this program.

Signature: _____

2. I fully understand and agree to fulfill all the job duties mentioned in the Job Offer.

Signature: _____

3. I am in the required health condition to perform all the job duties mentioned in the Job Offer.

Signature: _____

4. I understand that my primary job has priority over a potential 2nd job, and I have to respect the 1st job's schedule.

Signature: _____

5. My first working day will be on _____ and MY LAST WORKING DAY WILL BE ON _____. This section is extremely important for your employer and the dates mentioned here MUST be respected.

Signature: _____

6. I understand that if I get a 2nd job I have to get CHI's approval in order for me to start working at that job.

Signature: _____

7. I understand that coming to the US will be a cultural shock and it might be hard to adapt to a new work environment in a different language and it will take time to adjust to such conditions. CHI's program policy requires participants to communicate directly with both their employer AND CHI in case they have any reason to quit their job. PLEASE NOTE THAT YOU HAVE TO HAVE

A VALID REASON TO LEAVE YOUR JOB. Also the participants have to give a two week notice in writing which indicates when they are planning to leave their job placement and their reason for leaving. PLEASE NOTE THAT EVEN IF YOU GIVE A TWO WEEK NOTICE TO LEAVE YOUR JOB, YOUR EMPLOYER MIGHT RELEASE YOU BEFORE THAT. Should the participant fail to "no call/no show" at the work placement, this action will be considered a violation of the program sponsor's (CHI) rules, and may result in a participant's negative program status. I understand that I must consult with CHI before taking any action to leave my pre-arranged employer.

Signature: _____

8. I understand that I will find things way different than in my home country and I will not judge by comparison and I will do my best to adapt to the American Culture.

Signature: _____

9. I understand that for the first 3 months I will be mainly just working and enjoy the area I am living in, and after I am done with my work I will be able to travel and visit other cities. PLEASE NOTE THAT SOME OF THE BEACH MART STORES ARE IN REMOTE LOCATIONS SURROUNDED BY BEACHES, AND YOUR MAIN ACTIVITY FOR THE FIRST 3 MONHTS WILL BE GOING TO THE BEACH.

Signature: _____

10. I understand that I am promised a minimum of 35/week and there is a **very good** chance to get more than that, but not less, depending on the business needs throughout the season and my performance at work.

Signature: _____

11. I understand that the Work & Travel Program is a cultural exchange program and not a money making program. NOTE: This is an at will participation program and complaints towards CHI such as "I paid/borrowed and X amount of money to come on this program and you have to do everything for me" are not be tolerated.

Signature: _____

12. I fully understand and agree on the fact that I will be assigned to a store and housing location after my arrival at the Beach Mart Corporate Office. I also fully understand and agree on the fact that If I am travelling with a friend/group of friends/girlfriend/boyfriend, there is a high chance for us to be working and living at different locations which sometimes can be 50 miles apart. PLEASE NOTE THAT YOU ARE ENTITLED TO KINDLY ASK BEACH MART MANAGEMENT WHEN YOU ARRIVE AT THE OFFICE IF IT WOULD BE POSSIBLE TO BE TOGETHER WITH YOUR FRIEND, BUT PLEASE DO NOT INSIST IF BEACH MART MANAGEMENT CAN NOT HONOUR YOUR REQUEST.

Signature: _____



WELCOME LETTER
Cultural Homestay International

Beach Mart, Inc.

2229 S. Croatan Hwy.
Nags Head, NC 27959

Employer contact information

Wendy Ray
Email: beachmartinc@gmail.com
Phone: (252) 480-0889

Hello Participants,

My name is **Wendie Mewszel**, and I am your local Program Coordinator through Cultural Homestay International. I will be helping you prepare for your exciting summer in the Outer Banks of North Carolina! This packet contains very important information regarding your travels, so please be sure to **READ IT IN FULL**, and print a copy to bring with you to the United States.

* If you have not yet purchased a plane ticket, you should do so as soon as possible. **Let CHI and your employer know your flight information!**

***IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

If you have any question, please don't hesitate to contact me at **chiwendy@chinet.org**.

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Have a safe trip!

Sincerely,

Wendie Mewszel, Program Coordinator
Cultural Homestay International
Eastern North Carolina & Virginia
Facebook page: <https://www.facebook.com/chisoutheasternregion/>

1. BEFORE DEPARTURE

Read your CHI Student Handbook. You should have received this from your agency.

Bring:

- Documents: Passport, J- 1 Visa, DS 2019, sponsorship letter, job offer
- \$1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the morning.
- **Log into www.sevis.org as soon as you know your flights so you can enter your flight information!**

2. CONTACT YOUR EMPLOYER

The contact person of Beach Mart, Inc. is **Wendy Ray**; you must contact **Wendy** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Wendy Ray** immediately at beachmartinc@gmail.com . **Please also email myself (Wendie Mewszel) at chiwendy@chinet.org, with your exact arrival information and to confirm receipt of this letter!**

Grooming requirements: No facial piercings, except earrings, no bold or unnatural hair colors.

Uniform: Employer will provide t-shirt. You are free to wear shorts, jeans, pants or skirts. No short shorts or miniskirts; must be conservative length. Sneakers are recommended because of standing and walking long hours while working.

3. HOUSING:

Housing is mandatory and provided by the employer. Rent and security deposit are deducted from your paycheck.

4. TRANSPORTATION OPTIONS TO THE BEACH MART MAIN OFFICE

Brian Valentine:

Transportation service to/from the Outer Banks.

Email: briankvalentine@yahoo.com

Phone: 757-770-2627

Need A Ride:

Any time to/from Norfolk/Elizabeth City

Contact Name: Derry

Phone Number: 252-548-1544

email: needaride2013@gmail.com

Dawn Goninan: Norfolk transport is \$75 for the first person and \$25 for each additional person.

Elizabeth City is \$40 for the first person and \$15 for each additional person. Phone: 252-207-3309

Email: dawngoninan@gmail.com

A1 Taxicab

252-599-7777 – Norfolk, Elizabeth City Bus station & airport service. They also speak Russian.

YOU MUST GO TO BEACH MART'S CORPORATE OFFICE UPON ARRIVAL! CORPORATE OFFICE ADDRESS IS: 2229 S CROATAN HWY, NAGS HEAD, NC, 27959 DO NOT GO TO YOUR ASSIGNED LOCATION! When you arrive at Beach Mart's corporate office, you will check in with Wendy Ray, to complete your new employee paperwork, receive your housing and store information and be driven to your location. If you arrive after 1:00 PM, you will not have enough time to travel to Nags Head before their corporate office closes at 4:00 PM. The Beach Mart Corporate office is only open Monday through Friday from 9 am to 4 pm; it is NOT open on Saturday or Sunday. If you arrive outside these hours, it's best to stay at a hotel near the airport, and travel the next morning or weekday. DO NOT go to your store or housing location. Go to the Beach Mart office first!!

5. SEVIS

Before you arrive in USA- Log in to www.sevis.org and enter your flight information as soon as you purchase your flight ticket.

After you arrive in USA - Log into the SEVIS system within THREE days of your arrival to the United States!

Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to www.sevis.org. If you can't log in then you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
- c. Refer to your Student Handbook if you need specific instructions about how to log in. (Most public libraries have internet access – speak with library staff about your temporary stay in the U.S.)
- d. **Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

6. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate your Visas in SEVIS: The Beach Mart office will notify you, when they have you scheduled for the trip to Elizabeth City. They will take you there and bring you back. This will happen after you have been validated in Sevis, for at least 10 days.**

SOCIAL SECURITY OFFICE
1865 West City Drive in Elizabeth City, NC

PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!

We look forward to meeting you!!

For general questions and emergencies, you may always contact the **CHI Main Office at 1-800-432-4643.**