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## Work and Travel Program - Employer Information W\_T-Winter 2024

Minocqua Resort Hosp LLC dba Waters of Minocqua, Minocqua, WI  
May 29, 2024

### Employer Information

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**Company Name:** Minocqua Resort Hosp LLC dba  
Waters of Minocqua

**Website:** <http://www.thewatersofminocqua.com>

**# of Employees:** 50

**Phone Number:** 715-358-4000

**Industry Name:** Hotel/Motel/Hostel/Bed and  
Breakfast

**Fax Number:** Not applicable

**Primary Address:** 8116 USH 51  
Minocqua, WI 54548

**Email Address:** [Brian@thewatersofminocqua.com](mailto:Brian@thewatersofminocqua.com)

**Status:** Submitted to Greenheart

**Billing Address:** 8116 USH 51  
PO BOX 1053  
Minocqua, WI 54548

**Contact Name:** Brian Pagani

**Contact Title:** Human Resources

**Site of Activity:** Bien Vie LLC  
8116 USH 51  
Minocqua, WI 54548

**Alternate Contact:** Tamra Anderson

**Alternate Title:** General Manager

**Alternate Phone:** 7153584000

**Hiring Manager Email:** [gm@thewatersofminocqua.com](mailto:gm@thewatersofminocqua.com)

**Participant Supervisor**

**Email:** [gm@thewatersofminocqua.com](mailto:gm@thewatersofminocqua.com)

**FEIN:** 45-2623061

**Workers  
Comp**

**Policy #:** 151065.801

**Carrier:** SFM Mutual Insurance Co

### Available Jobs: Descriptions and Wages

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Will you accept participants with all start and end dates?

Yes:

No:

**Earliest Start Date:**

**Latest Start Date:**

**Earliest End Date:**

**Latest End Date:**

**#Students:**

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3/15/2025

4/15/2025

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Hours: Average hours/week: 35

Average number of 6 days/week:

Pay Range: High: \$13.00/per hour

Low: \$13.00/per hour

Overtime: Overtime available: Sometimes

Overtime hourly rate: Time and a half after 40 hours a week

Meals: Are Meals Provided?: Yes

Explain: Participants will have access to the resort's complimentary breakfast bar available 7 days a week.

The complimentary breakfast typically includes cold and hot cereal, waffles, hard boiled eggs, yogurt, muffins, bagels, toast, juice, milk, and coffee.

English: Level requirement: Great

In what month(s) can participants expect to receive the most hours? January, February, December

In what month(s) can participants expect to receive the least hours? April, November

Please Explain: Participants who work through their DS-2019 End Date can expect to receive an average of 35 hours per week for the duration of their program. The employer's season does have high periods and low periods, so some weeks participants may be scheduled for less than 35 hours per week.

A minimum of 35 hours per week is guaranteed at all times, and participants who work through their DS-2019 End Date will receive an average of 35 hours/week for the duration of their program.

How often do you pay employees?

Twice a month

Is job training required?

Yes  No

If yes, how long is it?

One week

Are participants paid for training?

Yes  No

Are you willing to hire couples?

Yes  No

Are you willing to hire groups of friends?

Yes  No

If yes, how many are allowed in the group?

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Can participants work a second job?

Yes  No

Do participants complete an additional application form upon arrival?

Yes  No

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Last Updated: 3/9/2010

Tel: 312.944.2544 | Fax: 312-577-0692 | Website: www.greenheart.org | Email: employer@greenheart.org

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This position will provide you the opportunity to interact with American co-workers, customers, or members of your local community. Remember, it's up to you to make the most of your program!

**Job Type:** Housekeeper

**Job Description:** As a Housekeeper/Room Attendant, participants will be responsible for maintaining the cleanliness of guest rooms and public areas throughout the resort and providing guests with clean and comfortable accommodations, all while delivering outstanding service.

The resort's accommodations consist of single room and some 2-room units. Participants are responsible for cleaning all parts of the room as they are trained, including the bedroom, living room, and bathroom. Participants can view detailed descriptions of the resort's different rooms at <https://thewatersofminocqua.com/rooms>

Job duties include but are not limited to:

- Sweeping, scrubbing, mopping, and polishing floors
- Vacuuming and cleaning carpets, rugs, and draperies
- Emptying and cleaning trash containers
- Disposing of trash in a sanitary manner
- Cleaning wash basins, mirrors, toilets, tubs, and showers
- Wiping down glass surfaces
- Making up beds and changing linens as required
- Tidying up rooms
- Washing windows as scheduled
- Sorting, washing, loading, and unloading laundry
- Cleaning corridors, lobbies, stairways, elevators, and lounges as well as guest rooms
- Distributing linens, towels, and room supplies using wheeled carts or by hand
- Replacing dirty linens with clean items
- Storing all dirty laundry in line with company policy
- Realigning furniture and amenities according to the prescribed layout
- Responding to guest queries and requests
- Ensuring confidentiality and security of guest rooms
- Observing and reporting damage of hotel property

\* Housekeepers will be coming into contact with and using cleaning chemicals.

\* Housekeepers will be scheduled for no more than 15% of their hours in laundry.

English Level: Housekeepers should speak sufficient English (rated by Greenheart as at least Great) to respond to questions from guests and to communicate with their American co-workers and supervisors.

**Internal Job Type:** Housekeeper/Room Attendant

**No Students being hired:** 4

**Age requirement:** None

**Wage:** 13.00/per hour

*Details:*

**Dress Code:** Uniform

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Housekeepers will be provided one (1) uniform t-shirt upon arrival, at no additional cost to the participants, which must be worn at all times while on shift.

In addition, participants must provide their own black pants which must be worn at all times with the uniform t-shirt while on shift. Jeans, shorts, or jean shorts are not allowed. Only long pants are allowed.

Participants must also provide their own footwear. Acceptable footwear for housekeepers would be non-slip, close-toed shoes, for example tennis shoes or sneakers. Sandals or open-toed shoes are not allowed.

Requirements:

*Non-smoker:*

*Ski:*

*Swimmer:*

*Lifeguard Certified:*

*CPR Certified:*

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**Job Type:** Lifeguard

**Job Description:**

**Job Summary:** The Lifeguard is responsible for ensuring the safety and well being of customers using the Waterpark. They are also responsible for maintaining a clean and safe environment in the Waterpark.

**Basic Criteria:**

Demonstrate great customer service skills

Must successfully complete the American Red Cross Certification Program (Class provided at The Waters of Minocqua, and training will be provided with no extra cost to the participant).

Must be available to work weekends and holidays as scheduled by manager

**Essential Job Functions:**

- Perform Lifeguard duties in accordance with the current American Red Cross Lifeguarding standards.
- Ensure a positive and enjoyable experience for all guests using the Waterpark.
- Adhere to departmental policies and procedures on Lifeguard duties.
- Promote and practice safety standards at all times.
- Maintain a clean and well-groomed appearance at all times in accordance with departmental standards.
- Regular and reliable attendance.
- Understand and practice the Big Ten guidelines.
- End of shift and periodic cleaning tasks, which include picking up towels, inner tubes, garbage, and general preventive maintenance.
- Attend regular and frequent in-service training, including 1 hour in service as scheduled by Waterpark Manager.
- All other duties as assigned by supervisor or manager.

Required English level: Great

**Internal Job Type:** Lifeguard

**No Students being hired:** 0

**Age requirement:** None

**Wage:** 13.00/per hour

*Details:*

**Dress Code:** Uniform

The uniform consists of a red lifeguard shirt and shorts. Uniforms are included with the position at no extra cost to the participant.

**Requirements:**

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*

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**Job Benefits (bonuses, incentives):**

- Fun work environment!
- Participants will be interacting with American co-workers, guests and members of the local community.
- Participants will have free access to the resort's amenities, including the water park.

**Is there a Social Security Admin office near you: Yes**

**SSA office details:**

**Are you willing to take student to the SSA office?: Yes**

The employer will provide participants with transportation to and from the Social Security office at no additional cost to participants.

The closest Social Security office is located at:

2023 Navajo St  
Rhineland, WI 54501

Phone: +1-888-868-8185

Hours:

- Monday 9:00 AM - 4:00 PM
- Tuesday 9:00 AM - 4:00 PM
- Wednesday 9:00 AM - 12:00 PM
- Thursday 9:00 AM - 4:00 PM
- Friday 9:00 AM - 4:00 PM
- Saturday Closed
- Sunday Closed

**Participant Requirements**

**What are the 3 most important qualities you look for in an employee:**

- Responsibility: Participants should be on time to work, always dressed in uniform while on shift, and capable of consistently carrying out their job duties as assigned.
- Personality: The resort's guests visit the resort to have fun. For that reason, participants should always display a positive attitude while working.
- Awareness: Attention to detail and safety will be participants' primary concern. They must be very observant and attentive to guests' safety, in particular to small children and weak swimmers.

**Please list any special instructions or hiring restrictions by your company (if any):**

Not applicable

**Are you interested in being a Greenheart Employer?**

Yes  No

**Housing Options**

*You DO provide housing*

**Sex:**

**Is the participant required to sign a separate housing contract?**

Yes  No

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Is housing provided for the students?  Yes

What type of housing is available?  **Dormitory**  **Shared Apartments**  **Other**

**Brief description of housing:** Participant housing consists of 3 different suites/rooms in a dormitory-style building. The bedrooms have individual, twin-size beds for each participant, a fully equipped kitchenette, lounge area and a bathroom. Up to 3 participants will be assigned to each bedroom. Single-sex housing is required.

In addition, in the same building where participants live, there is an employee break room/common area (see Additional Comments for more information). The break room also has a TV, refrigerator, microwave, and electric stove top. Participants will be provided with some cookware for cooking.

The employer also has a restaurant, coffee shop, and snack bar onsite where participants can purchase food.

Participants may move into their housing up to 7 days before their DS-2019 Start Date and must move out no more than 7 days after their DS-2019 End Date.

**Address:** 8116 USH 51

**City, State, Zip:** Minocqua, WI 54548

Please check amenities/services provided with the housing, if applicable include additional costs:

- Linens**  **Telephone**  **Furniture**  **Cooking**  **Kitchenware**  **Microwave**  **AC / Heat**
- Bed**  **Air Mattress**  **Computer**  **Internet**  **WiFi**  **Private Bathroom**

Rent of this housing (per participant)? 100.00 per week

Are housing costs automatically deducted from participants' paychecks?  **Yes**  **No**

Are utilities included?  **Yes**  **No** **Approx. cost of utilities (per participant)?** Not applicable

Is a housing deposit required upon arrival? **No** The employer will notify participants of their housing assignments at least one month prior to their arrival in the U.S.

Participants are not required to pay a housing deposit; however, they are required to keep their rooms clean and in good condition throughout the duration of their program.

The resort's General Manager, Housekeeping Manager, or both will conduct bi-weekly housing inspections throughout the season. The employer will give participants notice prior to conducting inspections.

If participants are fired or quit their job before their DS-2019 End Date, they will be given a 3-day notice to leave their housing.

How will the deposit be refunded to the participant (final paycheck, etc.)? **Not applicable**

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*Transportation To and From Work*

How far is this housing from the job site? Onsite Not applicable  
How will the student get to and from work? Walk  
What is the approximate ONE WAY travel time to work? 1 minutes  
What is the approximate ONE WAY travel cost to work? \$0

**Participant Travel to Business**

Participant should contact you: Upon boarding:  Upon arrival:   
Employer's Emergency phone number: 7159040404  
Brian's Cell Phone

PLANE

*(Participants should book tickets directly through an airline or travel agent.)*

Arrival to (city, airport): Mosinee, WI (CWA) or Chicago, IL (ORD)

Preferred Arrival Time: Morning

Will participant be picked up from the airport? Yes  No

If so, by who? Employer representative, but ONLY at Mosinee, WI

How far from the airport is your place of business? 80 miles

Special instructions/comments regarding participant's arrival:



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Participants can arrive at Central Wisconsin Airport (CWA) in Mosinee, Wisconsin, located about 80 miles from The Waters of Minocqua. If participants arrive at Central Wisconsin Airport, then upon arrival, an employer representative from The Waters of Minocqua will meet them in the baggage claim area of the airport and drive them to the work site. The employer prefers that participants arrive at Mosinee during the daytime hours between 7 AM-7 PM, if possible.

To arrange an airport pickup at Central Wisconsin Airport, participants MUST email their employer at gm@thewatersofminocqua.com with their travel itinerary before they book their flight to the U.S. Participants MUST notify their employer of their arrival plans as soon as their flight and travel arrangements are secured. Participants should email their arrival plans to gm@thewatersofminocqua.com. They can also call Tamra Anderson, the General Manager at The Waters of Minocqua, at +1-715-436-0054.

Two weeks before they arrive in the U.S., participants MUST also contact their employer to provide an update on their estimated arrival time and to confirm that they understand the instructions for how to get from the airport in Chicago to Wausau, Wisconsin. Participants can email this information to gm@thewatersofminocqua.com or call Tamra Anderson at +1-715-436-0054.

Participants can also arrive at O'Hare International Airport (ORD) in Chicago, Illinois, about 330 miles from The Waters of Minocqua. Upon arrival in Chicago, participants must travel by Greyhound bus or Amtrak (train and bus) to Wausau, Wisconsin, about 70 miles from The Waters of Minocqua. Upon arrival at the Greyhound or Amtrak bus stops in Wasau, Wisconsin, the employer will pick participants up from the bus stop and drive them to The Waters of Minocqua.

The last Greyhound bus from Chicago to Wausau leaves at 11 am CST, and the last Amtrak train/bus from Chicago to Wausau leaves at 11 am CST. If participants arrive too late to take either the Greyhound bus or the Amtrak train/bus, they will have to book a hotel room in Chicago for the night and take the bus or train the following day.

All participants MUST follow the below instructions prior to their arrival in the U.S.:

Participants MUST email their employer, at gm@thewatersofminocqua.com, with their travel itinerary before they book their flight to the U.S. As soon as their flight and travel arrangements are secured, participants MUST notify their employer of their arrival plans. Participants should email their arrival plans to gm@thewatersofminocqua.com. They can also call Tamra Anderson, the General Manager at The Waters of Minocqua, at +1-715-436-0054.

Two weeks prior to their arrival in the U.S., participants MUST also contact their employer to provide an update on their estimated arrival time and to confirm that they understand the instructions for how to get from the airport in Chicago to Wausau, Wisconsin. Participants can email this information to gm@thewatersofminocqua.com or call Tamra Anderson at +1-715-436-0054.

If participants have any questions about the Participant Travel instructions or arranging transportation from the airport in Chicago to Wausau, Wisconsin, they can email Tamra Anderson at gm@thewatersofminocqua.com or call Tamra at +1-715-436-0054.

Participants should see below for additional information about traveling by Greyhound bus or Amtrak train/bus from Chicago to Wausau.

 **BUS**

*(Participants should obtain tickets directly through an airline or travel agent.)*

**Arrival to (city, station):** Wausau Transit Ctr, WI

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Tel: 312.944.2544 | Fax: 312-577-0692 | Website: www.greenheart.org | Email: employer@greenheart.org

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**Preferred Arrival Time:** Afternoon

**Will participant be picked up from the station?** Yes  No

**If so, by who?** Employer representative

**How far from the station is your place of business?** 70 miles

**Special instructions/comments regarding participant's arrival:**

Upon arrival at O'Hare International Airport (ORD) in Chicago, Illinois, participants can take a Greyhound bus to travel from Chicago to Wausau, Wisconsin.

In Chicago, the Greyhound bus station is located downtown, at 630 W Harrison St, Chicago, IL 60607, about 17 miles from O'Hare International Airport.

To get to the Greyhound bus station from O'Hare International Airport (ORD), participants can take a taxi cab, Uber, or public transportation to the Greyhound bus station. A taxi cab may cost about \$40. At O'Hare Airport, there are Taxi Stands at the lower level outside of Baggage Claim at each terminal. Additional information on where to find a taxi at O'Hare Airport can be found at <http://www.flychicago.com/ohare/tofrom/taxi/pages/default.aspx>

Participants may also take public transportation in Chicago, to travel from the airport to the Greyhound bus station. Participants can use Chicago's public transportation elevated train system, to travel from the airport to the Greyhound bus station. In Chicago, the public transportation system is called the CTA. A one-way ticket on the CTA's elevated train system from O'Hare airport will cost \$5.00 per person. To travel from O'Hare airport to the Greyhound bus station, participants should first follow the signs in O'Hare airport for the CTA, until they arrive at the CTA Blue line station. Participants will take the CTA Blue line train from O'Hare station to Clinton station, and then walk 0.2 miles to the Greyhound bus station, located at 630 W Harrison St, Chicago, IL 60607. For further information, participants should visit <http://www.transitchicago.com/>.

Upon arrival at the Greyhound station in Chicago, participants will take a Greyhound from Chicago to Wausau. The bus leaves daily at 11 am CST. A bus ticket from Chicago to Wausau is around \$70 for a one-way ticket. The departure times and cost listed here are only estimates and are subject to change.

Greyhound has several options to purchase tickets in advance online or on-site, whether outside of the U.S. or in the U.S. Details and information can be found online at <https://www.greyhound.com/en/help-and-info/ticket-info>

In Chicago, the Greyhound ticketing office at 630 W Harrison St is open 7 days a week from 12:00 AM to 11:59 PM. The Main phone number for the bus station is 312-408-5821. For additional information about the bus station, participants can visit <https://locations.greyhound.com/bus-stations/us/il/chicago/bus-station-560252>

Participants will travel by bus from Chicago to the Greyhound bus stop in Wausau, Wisconsin, located at 555 Jefferson St, Wausau, WI 54403. For additional information about the bus station, participants can visit [https://locations.greyhound.com/bus-stations/US/Wausau-Transit-Ctr/bus-station/bus-station-500044?utm\\_source=google&utm\\_medium=distrib&utm\\_campaign=google-distrib](https://locations.greyhound.com/bus-stations/US/Wausau-Transit-Ctr/bus-station/bus-station-500044?utm_source=google&utm_medium=distrib&utm_campaign=google-distrib)

Once participants arrive to the bus stop in Wausau, an employer representative from The Waters of Minocqua will pick them up and drive them to The Waters of Minocqua. The employer prefers that participants arrive at Wausau during the daytime hours between 7 AM-7 PM, if possible.

In order to arrange a pick-up at the bus stop, participants MUST follow the below instructions prior to their arrival in the U.S.:

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Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA  
Tel: 312.944.2544 | Fax: 312-577-0692 | Website: [www.greenheart.org](http://www.greenheart.org) | Email: [employer@greenheart.org](mailto:employer@greenheart.org)

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Participants MUST email their employer, at gm@thewatersofminocqua.com, with their travel itinerary before they book their flight to the U.S. As soon as their flight and travel arrangements are secured, participants MUST notify their employer of their arrival plans. Participants should email their arrival plans to gm@thewatersofminocqua.com. They can also call Tamra Anderson, the General Manager at The Waters of Minocqua, at +1-715-436-0054.

Two weeks prior to their arrival in the U.S., participants MUST also contact their employer to provide an update on their estimated arrival time and to confirm that they understand the instructions for how to get from the airport in Chicago to Wausau, Wisconsin. Participants can email this information to gm@thewatersofminocqua.com or call Tamra Anderson at +1-715-436-0054.

If participants have any questions about the Participant Travel instructions or arranging transportation from the airport in Chicago to Wausau, Wisconsin, they can email Tamra Anderson at gm@thewatersofminocqua.com or call Tamra at +1-715-436-0054.

PLEASE NOTE: If participants need to spend the night in Chicago while they wait for the Greyhound bus, there is a hostel in downtown Chicago, called the J Ira and Nick Harris Family Hostel. The hostel is located at 24 East Congress Parkway. Participants can reach the hostel by exiting the CTA Blue line at the LaSalle stop and walking east on Congress Parkway for 3 blocks. The hostel is located just before the intersection of Congress Parkway and Wabash Avenue, at 24 East Congress Parkway. The hostel has dorm beds available starting from \$39 per night. Prices may vary, and participants must reserve and pay for their own room.

The hostel is located at:

J Ira and Nick Harris Family Hostel  
Hostelling International USA -Chicago  
24 East Congress Parkway  
Chicago, IL 60605-1226  
Phone: +1-312-360-0300  
Fax: +1-312-360-0313  
Website: <http://hichicago.org/contact-directions/>

**TRAIN**

*(Participants can obtain ticket information at [www.amtrak.com](http://www.amtrak.com))*

**Arrival to (city, station):** Wausau, WI

**Preferred Arrival Time:** Afternoon

**Will participant be picked up from the station?** Yes  No

**If so, by who?** Employer representative

**How far from the airport is your place of business?** 70 miles

**Special instructions/comments regarding participant's arrival:**

Upon arrival at O'Hare International Airport (ORD) in Chicago, Illinois, participants can also take an Amtrak train/bus to travel from Chicago to Wausau, Wisconsin.

In Chicago, the Amtrak station is located at 225 South Canal Street, Chicago, IL 60606, about 17 miles from O'Hare International Airport.

To get to the Amtrak station from O'Hare International Airport (ORD), participants can take a taxi cab, Uber, or public transportation. A taxi cab may cost about \$40. At O'Hare Airport, there are Taxi Stands

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at the lower level outside of Baggage Claim at each terminal. Additional information on where to find a taxi at O'Hare Airport can be found at <http://www.flychicago.com/ohare/tofrom/taxi/pages/default.aspx>.

Participants may also take public transportation in Chicago, to travel from the airport to the Amtrak station. Participants can use Chicago's public transportation elevated train system, to travel from the airport to the Greyhound bus station. In Chicago, the public transportation system is called the CTA. A one-way ticket on the CTA's elevated train system from O'Hare airport will cost \$5.00 per person. To travel from O'Hare airport to the Greyhound bus station, participants should first follow the signs in O'Hare airport for the CTA, until they arrive at the CTA Blue line station. Participants will take the CTA Blue line train from O'Hare station to Clinton station, and then walk 0.2 miles to the Amtrak station, located at 225 South Canal Street, Chicago, IL 60606. For further information, participants should visit <http://www.transitchicago.com/>.

Upon arrival at the Amtrak station in Chicago, participants will take an Amtrak train from Chicago to Milwaukee, Wisconsin. At the Amtrak station in Milwaukee, they will take an Amtrak bus from Milwaukee to Wausau, Wisconsin. The first train of the day departs Chicago at about 6 am CST, and the second train of the day departs Chicago at about 11 am CST. These times are only estimates and are subject to change.

Participants are strongly encouraged to purchase their Amtrak tickets online prior to arrival in the U.S. at <https://www.amtrak.com/home.html>. An Amtrak ticket from Chicago, Illinois, to Wausau, Wisconsin, costs approximately \$70 for a one-way ticket. This cost is only an estimate and is subject to change.

In Chicago, Illinois, the Amtrak station ticketing office is open 7 days a week from about 5:30 AM to 11:59 PM. For additional information about the Amtrak station, participants can visit <https://www.amtrak.com/stations/chi.html>.

Once participants arrive to the Amtrak bus stop in Wausau, which is located at 555 Jefferson St, Wausau, WI 54403, an employer representative from The Waters of Minocqua will pick them up and drive them to The Waters of Minocqua. The employer prefers that participants arrive at Wausau during the daytime hours between 7 AM-7 PM, if possible.

In order to arrange a pick-up at the bus stop, participants MUST follow the below instructions prior to their arrival in the U.S.:

Participants MUST email their employer, at [gm@thewatersofminocqua.com](mailto:gm@thewatersofminocqua.com), with their travel itinerary before they book their flight to the U.S. As soon as their flight and travel arrangements are secured, participants MUST notify their employer of their arrival plans. Participants should email their arrival plans to [gm@thewatersofminocqua.com](mailto:gm@thewatersofminocqua.com). They can also call Tamra Anderson, the General Manager at The Waters of Minocqua, at +1-715-436-0054.

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If participants have any questions about the Participant Travel instructions or arranging transportation from the airport in Chicago to Wausau, Wisconsin, they can email Tamra Anderson at [gm@thewatersofminocqua.com](mailto:gm@thewatersofminocqua.com) or call Tamra at +1-715-436-0054.

PLEASE NOTE: If participants need to spend the night in Chicago while they wait for the Amtrak train, there is a hostel in downtown Chicago, called the J Ira and Nick Harris Family Hostel. The hostel is located at 24 East Congress Parkway. Participants can reach the hostel by exiting the CTA Blue line at the LaSalle stop and walking east on Congress Parkway for 3 blocks. The hostel is located just

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before the intersection of Congress Parkway and Wabash Avenue, at 24 East Congress Parkway. The hostel has dorm beds available starting from \$39 per night. Prices may vary, and participants must reserve and pay for their own room.

The hostel is located at:

J Ira and Nick Harris Family Hostel  
 Hostelling International USA -Chicago  
 24 East Congress Parkway  
 Chicago, IL 60605-1226  
 Phone: +1-312-360-0300  
 Fax: +1-312-360-0313  
 Website: <http://hichicago.org/contact-directions/>

**Community Profile**

*This information will help students to know what to expect upon their arrival and help them prepare for their Work and Travel experience.*

**How would you describe your area?** Tourist Area Not applicable

**Please provide a brief description of your community:** Minocqua, WI, is a small town of about 5,000 people located in northern Wisconsin. While the town is located in a very rural area of the state, it has a very busy summer and winter tourist season. In town, there are many options for shopping, dining and other activities.

**Is there anything special that students should bring?** Participants should bring attire for warm weather.

**What are the seasonal temperatures?**

Spring: 35-61 degrees Fahrenheit  
 Fall: 38-58 degrees Fahrenheit

Summer: 58-80 degrees Fahrenheit  
 Winter: 3-26 degrees Fahrenheit

**What is near work?**

<b>Transportation Depot:</b>	On foot	✓	In town / by public transport	✓	Requires a car	N/A
<b>Food/Super Market:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Shopping Mall:</b>	On foot	✓	In town / by public transport	✓	Requires a car	N/A
<b>Post Office:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Bank:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Public Library:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Movie Theater:</b>	On foot		In town / by public transport	✓	Requires a car	N/A
<b>Restaurants:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Fitness Center/Gym:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Sports/Recreation Facility:</b>	On foot		In town / by public transport	✓	Requires a car	N/A
<b>Nightlife:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Laundromat:</b>	On foot	✓	In town / by public transport		Requires a car	N/A
<b>Internet Access:</b>	On foot	✓	In town / by public transport		Requires a car	N/A

Greenheart Exchange

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA  
 Tel: 312.944.2544 | Fax: 312-577-0692 | Website: [www.greenheart.org](http://www.greenheart.org) | Email: [employer@greenheart.org](mailto:employer@greenheart.org)

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**Indicate other nearby activities:**

Downtown Minocqua is located about 1.5 miles (2.4 kilometers) from the employer. Last year, participants walked downtown to take part in the town's 4th of July celebration.

Minocqua does not have a public transportation system. The employer does have bicycles on the property, which participants can use during their programs at no additional cost. If participants choose to ride a bicycle, they will be responsible for purchasing their own helmet, lock, and light and should be familiar with local traffic laws.

The 2 grocery stores closest to the employer are Save More Marketplace, located within walking distance in downtown Minocqua, and the Walmart on 8760 Northridge Way, about 3.5 miles from the employer. The employer is willing to either provide or help to arrange transportation for participants to complete their grocery and other essential shopping

**List of interesting area websites:**

- <https://www.minocqua.org>
- [https://en.wikipedia.org/wiki/Minocqua,\\_Wisconsin](https://en.wikipedia.org/wiki/Minocqua,_Wisconsin)
- [https://www.tripadvisor.com/Tourism-g60100-Minocqua\\_Wisconsin-Vacations.html](https://www.tripadvisor.com/Tourism-g60100-Minocqua_Wisconsin-Vacations.html)

**Is there wireless internet available?**

Yes. Participants will have access to wireless internet at no additional cost in their housing.

**Additional Comments:**

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PLEASE NOTE, REGARDING SECOND JOB OPPORTUNITIES: The employer is located in a remote location, and second job opportunities are extremely limited.

PLEASE NOTE, REGARDING BATHROOM AND SHOWER FACILITIES FOR PARTICIPANT HOUSING: In addition to the full bathroom in each of the dorm rooms, there is an employee break-room/common area, where participants will have access to a bathroom and the water park shower facilities.

At the water park shower facilities, participants will have access to 5 separate bathroom stalls and 5 separate showers. The bathrooms and showers are located at the resort's water park and pool area, and participants will have access to the resort bathrooms 24 hours a day. The pool area is open daily from 8 am to 10 pm, during which time resort guests and other resort employees also have access to and use the bathroom and shower facilities. No guests or other resort employees will have access to the bathrooms or showers between the hours of 10 pm and 8 am.

PLEASE NOTE, REGARDING TELEPHONE USAGE: Participants will have access to a telephone in their housing. There is no charge for domestic calls. However, international calls are not permitted. Anyone who uses the phone to call internationally will be subject to a fee.

Participants whose employment is terminated (involuntarily or voluntarily) have 2 weeks from the last day of work to find a new job and to submit a valid and complete Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. If the participant fails to submit a SAJO within the two-week deadline, Greenheart Exchange will shorten the participant's program.

If Greenheart Exchange rejects the SAJO, the participant has one (1) business day to resubmit a new or a revised SAJO, based on the directions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found at <https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations>.

If the participant no longer has housing, the participant must look for permanent housing immediately, and within two weeks must secure permanent housing that complies with Greenheart Exchange's Housing Guidelines. The new housing address must be submitted to Greenheart Exchange within 24 hours of any change of address.

For additional cultural opportunities, Greenheart Exchange suggests that participants join the Greenheart Club at <https://greenheartclub.org>. Through the Greenheart Club participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access resources. Participants can also access the Greenheart Club through the link in the lower righthand corner of their Greenheart Exchange Online (GEO) landing page at <https://geo.greenheart.org/> Participants should also check out the Visit The USA website at <https://www.visittheusa.com>.

***Please feel free to attach any other additional information.***

May 29, 2024

# J-1 Work and Travel Program Employer Placement Agreement



**TERMS OF AGREEMENT:**

This document signifies an agreement between the employer listed above and CCI Greenheart. The Terms of this agreement, including the Employer Placement Agreement and hired Participant's Placement and Housing Agreement, may be found on the internet, at this URL:

<https://docs.cci-exchange.com/wp-content/uploads/2015/03/SWT-Host-Organization-Terms-of-Agreement.pdf>

The employer representative signing this Agreement is required to print, review, and retain a copy of these TERMS OF AGREEMENT for his or her own records.

By signing below, I do hereby acknowledge and agree to the terms and conditions for CCI Greenheart's Work and Travel Program (including the Employer Placement Agreement and the Participant Placement and Housing Agreement), as listed at the above URL.

*Ben Pagan*

Authorized EMPLOYER Representative's Signature:

*Manager*

Authorized EMPLOYER Representative's Title:

*Minocqua Resort Hospitality LLC DBA Waters of Minocqua*

Name of EMPLOYER Company:

*5-29-2024*

Date: