



Greenheart Exchange

Work and Travel Program

Employer Information

Sun Communities Inc DBA Jellystone at Birchwood

Start Date Range: 5/1/2019 - 6/15/2019

End Date Range: 9/4/2019 - 10/2/2019

Industry: Camp/Outdoor Work

Number of Employees: 50

85 Martinfeldt Road

Address: Greenfield Park, NY 12435

[View Map](#)

Company Web Site: <http://www.nyjellystone.com/>

Total positions available: 15

Potential positions: Park Attendant, Resort Housekeeper, Activities Coordinator, Resort Pool Attendant

Average number of work hours: 40-50

Average number of work days: 5

How often do you pay employees? Twice a month

Please indicate the level of English required: Excellent

Job benefits, bonuses, or incentives offered by your company (if any): Transportation at times is provided by resort staff. Participants will receive a 50% discount at the snack bar. Participants receive full access to the park and amenities. Free internet provided.

Greenheart: Yes

Additional Hiring Requirements: Not applicable

Housing, Meals and Transportation

Housing provided by employer: I guarantee housing

Description of housing: Participants will be housed in 6 travel trailers and 1 deluxe lodge. 2 participants will be housed in each travel trailer. Each trailer has 1 bedroom with set of bunk beds, a pull down queen size bed in the front of the living area, as well as a pull out couch. Participants who do not live in the bedroom will have a partition for privacy. It has 1 bath, and is stocked with linens, pots/pans, utensils, TV, dishes, refrigerator, microwave, stove. The deluxe lodge will house 3 participants. There is 1 bedroom in this unit where 1 participant will live and 1 loft area where 2 participants will live. There is also a common area and kitchenette with a pull

out couch in this model. \$50 weekly rent is due on Monday of each week. If a participant resigns they need to vacate housing within 24 hours of their last shift. As resignations are pre-planned they are responsible for making their own arrangements. If participants are terminated they need to vacate within 24 hours of termination.

Housing costs: \$50 per week

Required To Use Housing:

Meals included or subsidized: No

Description of included or subsidized meals: May receive free meals at occasional picnics or community events, day to day meals are not provided. 50% discount at snack bar.

Approximate cost of transportation: \$0(one way)

Jobs Available

<p>Job Type: Park Attendant</p> <p># of openings for this Season: 2</p> <p>Wage: 11.10/per hour</p> <p>Dress Code: Casual</p> <p>Dress code details: Resort will provide a Jellystone Birchwood t-shirt or polo for free. Participants must supply their own khaki (tan-colored) shorts or pants and closed-toe shoes for work.</p>	<p>Requirements and Job Description</p> <p>Non-smoker: No</p> <p>Swimmer: No</p> <p>Ski: No</p> <p>CPR Certified: No</p> <p>Lifeguard Certified: No</p> <p>Gender Preference:</p> <p>Age requirement?</p> <p>Greenheart participants are at least 18 years old</p>
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Job description

All duties will be performed in pairs with an American counterpart. 1. Ensures the resort is presentable and inviting at all times and that it adheres to Sun's curb appeal standards. 2. Ensures trash/debris is picked up daily from common areas and streets on a daily basis. Empties common area trash containers as needed. 3. Completes minor repairs to rental homes and facilities as needed. Examples of minor repairs include: changing a light bulb, unclogging a toilet with a plunger, tightening a loose doorknob. 4. Cleans resort amenities including clubhouses, tennis courts, pickle ball courts, resort offices, restrooms, laundry areas, bath houses, and maintenance garage. 5. Maintains vacant sites, removal of trash and debris. 6. Completes checklists of physical condition of resort sites prior to and after guest occupancy. 7. Reports all maintenance issues and concerns that may be identified while performing daily duties. 8. Inspects playground area and equipment, pool/spa area, and other recreational amenities to ensure everything is in good condition, making minor repairs as needed. 9. Ensures all resort streets and public access routes are free of hazards. 10. Other duties as assigned.

Job Type: Housekeeper
of openings for this Season: 10
Wage: 11.10/per hour
Dress Code: Casual
Dress code details: Resort will provide a Jellystone Birchwood t-shirt or polo for free. Participants must supply their own khaki pants/shorts and closed-toed shoes or boots for work.

Requirements and Job Description

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
Greenheart participants are at least 18 years old

Job description

1. Cleans, sanitizes, and stocks areas with products as needed. Ensures all tables and chairs are clean and functioning properly. 2. Cleans and sanitizes appliances to ensure they are free of food particles, mold and mildew. Defrosts freezer as needed. 3. Cleans and sanitizes bathrooms, ensuring they are well lit, and places rubber mats down to ensure safety. 4. Follows all established safety procedures and precautions. Reports all unsafe or hazardous conditions, incidents, accidents, and/or defective equipment to their manager. 5. Ensures that the overall appearance of the resort, buildings and facilities are well maintained and orderly. 6. Ensures all floors are swept, vacuumed, mopped, waxed, and buffed as needed. 7. Ensures that all windows and screens are clean and functioning properly. 8. Maintains washers and dryers by wiping surfaces, removing lint, etc. 9. Ensures all offices and buildings are clean and neat. Empties trash containers as needed. 10. Ensures all vents and filters are cleaned and changed as needed. 11. Other duties as assigned. Participants will be cleaning resort cottages approximately 200-400 square feet. On average, housekeepers will spend 5 hours per week on laundry.

Job Type: Activities Host
of openings for this Season: 2
Wage: 11.10/per hour
Dress Code: Casual
Dress code details: A Jellystone t-shirt will be provided for free. Participants must supply their own Khaki (tan) shorts or pants and close-toed shoes for work.

Requirements and Job Description

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
Greenheart participants are at least 18 years old

Job description

1. Plans, coordinates, attends, and supervises all activities such as, picnics, sporting events, dances, and dinners. 2. Sets-up and cleans-up after events. 3. Helps to maintain a tracking sheet to monitor attendance, vendor utilization, income, and expenses for each activity. 4. Assists with ensuring all invoices are paid in a timely manner; documents all payments. 5. Assists with training Activity

department team members and volunteers. 6. Assists with producing a calendar of events for the next calendar season, while ensuring to stay within budget expectations. 7. Assists with preparing the weekly newsletter and distributes to resort residents and guests. 8. Helps with and organizes fundraising activities to support the department. 9. Maintains accurate office and activity supply inventories. 10. Ensures all equipment and supplies are kept in good condition. 11. Other duties as assigned.

<p>Job Type: Pool Operator</p> <p># of openings for this Season: 1</p> <p>Wage: 11.10/per hour</p> <p>Dress Code: Casual</p> <p>Dress code details: A Jellystone t-shirt will be provided for free. Participants must supply their own Khaki (tan) shorts or pants and close-toed shoes for work.</p>	<p>Requirements and Job Description</p> <p>Non-smoker: No</p> <p>Swimmer: No</p> <p>Ski: No</p> <p>CPR Certified: No</p> <p>Lifeguard Certified: No</p> <p>Gender Preference:</p> <p>Age requirement?</p> <p>Greenheart participants are at least 18 years old</p>
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Job description

1. Tests and balances pool chemicals. Documents as required by state and local regulations. Tests water and adds chemicals as needed. 2. Monitors and adjusts pool temperature as directed. 3. Cleans and vacuums pool. Cleans skimmer baskets. Back wash's pool filters. Skims pool with skimmer as needed. 4. Monitors individuals entering and leaving the pool area. Ensures state capacity is not exceeded. 5. Ensures pool bathrooms are clean, stocked with supplies and free of standing water. 6. Ensures all posted pool rules are being adhered to. 7. Ensures safety equipment is present and in working order. Check first aid kit for needed supplies on daily basis. 8. Sweeps pool deck and all surrounding areas daily. 9. Straightens pool furniture regularly, ensuring that furniture is clean and in working order at all times. 10. Cleans clubhouse and surrounding common areas as needed. 11. Gardens and pulls weeds in commons areas as needed. 12. Other duties as assigned.