



Greenheart

Work and Travel Program - Employer Information W&T-Summer - 2019

CNC Tramway Inc DBA Rushmore Tramway Adventures, Keystone, SD
November 13, 2018

Employer Information

Company Name: CNC Tramway Inc DBA Rushmore
Tramway Adventures

Industry Name: Amusement Park/Theme Park/Water
Park

of Employees: 100

Primary Address: 203 Cemetery Road
Keystone, SD 57751

Billing Address: P.O. Box 112
Keystone, SD 57751

Website: www.rushmoretramwayadventures.
com

Phone Number: 605-666-4478

Fax Number: 605-666-4792

Email Address: ben@rushmoretramway.com

Contact Name: Benjamin Larson

Contact Title: Assistant General Manager

Alternate Contact: Cameron Fullerton

Alternate Title: Operations Manager

Alternate Phone: 605-431-8705

Hiring Manager Email: careers@rushmoretramway.com

Participant

Supervisor Email: ben@rushmoretramway.com

FEIN: 46-0454922

**Workers
Comp**

Policy #: WC20-002582-2018A

Carrier: First Dakota Indemnity Company

Available Jobs

#Students:

25

Hours *Average hours/week:* 40

Average number of 5
days/week:

Overtime *Overtime available:* Never

Overtime hourly rate: not applicable

Meals *Are Meals Provided?:* Yes

Details: There is a restaurant at the location. It is open during business hours throughout the season. Every employee receives a 50% discount from the retail cost at anytime. Most employees pay between \$3-\$5 for their meals.

English *Level requirement:* Native speaker/Fluent

Greenheart Exchange

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA
Tel: 312.944.2544 | Fax: 312-577-0692 | Website: www.greenheart.org | Email: employer@greenheart.org

1 of 9
Last Updated: 3/9/2010

CNC Tramway Inc DBA Rushmore Tramway Adventures, Keystone, SD
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In what month(s) can participants expect to receive the most hours? July, August

In what month(s) can participants expect to receive the least hours? May, June, September

Please Explain: Very late June, all of July, and early to the middle of August cover the peak times of the tourist season for the area. Businesses are open later in these months and requires more employees to work the peak hours of these days. This business is not open for most of May and September, but there are employees working to open and close the business for the year at these times. This preseason work consists mostly preparation. June can be unpredictable with rain (business cannot operate in the rain) and it is a slower month in regards to the number of customers who visit.

** Participants should expect to have their last day of work on September 2, 2019. After this date the park will only be open on weekends and it will be difficult to guarantee hours.

How often do you pay employees?

Twice a month

Is job training required?

☒ Yes ☐ No

If yes, how long is it?

2 days

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?

Can participants work a second job?

☒ Yes ☐ No

Do participants complete an additional application form upon arrival?

☐ Yes ☒ No

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: Park Attendant

Job Description: Each employee at the Rushmore Tramway will be trained how to charge customers for tickets for the rides and charge for merchandise in the gift shop. Employees will be trained how to operate the chairlift, and how to properly load and unload customers from the chairlift. Employees will be trained how to give instructions and how to send customers down the alpine slide. Employees will be trained on how to take pictures of customers on the chairlift and how to sell the pictures they have taken. Employees will be trained how to cook food at the restaurant and how to sell the food. Employees will be trained how to give tours on the zip line tours and will also be trained on how to give tours through the "Aerial Adventure Park." Participants must be willing to interact with customers in any position. The business is 100% dedicated to serve customers and to make sure customers enjoy themselves.

**Based on training, employer will assign participants to certain attraction locations they feel participants will be best fit for. Each park attraction will constitute a different wage all of which will be between \$8.85-\$9.25 per hour. The Aerial Adventure Park and Zipline requires more training and responsibility so those employees are paid at a higher hourly rate. Further, employees that work the Grille receive their hourly wage plus tips.

Internal Job Type: Park Attendant

No Students being hired: 25

Age requirement: None

Wage: 8.85 - 9.25/per hour

Details: Each day employees must come dressed in an employee polo. The first one will be provided for free, and additional polos can be purchased for \$12.00. The bottoms can be pants or shorts (no specific color). They must be clean and cannot have any holes or tears in the material. Hats and shoes can be selected by the employee. Some days can be cold, so employees must come prepared each day depending on the weather forecast.

Dress Code: Uniform

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

Job Benefits (bonuses, incentives):

Employees receive a 50% discount in the gift shop and at the restaurant at anytime. Their first employee polo is given to them for free. Each additional employee polo will cost them \$12. They also receive a membership card to the Black Hills, Badlands and Lakes association, which allows them to receive free and/or discounted admission, merchandise and meals at over 100 locations in the Black Hills of South Dakota. Employees are also able to do experience all of our attractions at no cost throughout the summer.

Is there a Social Security Admin office nearby: Yes **Are you willing to take student to the SSA office?** Yes

SSA Office details: The office is approximately 20 miles from Keystone located in Rapid City. There is a shuttle service available to participants at a cost of approximately \$8 per round trip that will take them to and from Keystone. Participants can also arrange rides through the Lyft app or other American employees that have transportation.

SSA Office:
Rushmore Mall, 2200 N Maple Ave #301, Rapid City, SD 57701

Monday-Tuesday 9AM-4PM
Wednesday 9AM-12PM
Thursday-Friday 9AM-4PM

Phone: (800) 772-1213

Participant Requirements

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

Each employee needs to be personable. The entire basis of our business is customer service. The employer needs employees who understand the importance of greeting customers and making sure that they receive a pleasant experience from beginning of their visit until the end. Employees must also exemplify determination. Making sure that customers have a great time every day of the summer can be a difficult task. If employees are determined to show up with a positive attitude and continue to do so until the last day of employment, then business will thrive and the employee will be compensated accordingly.

Since the summer season can be unpredictable due to weather, customer attendance, and many other external factors, employees must be flexible. It is always possible for employees to receive their 40 hours per week but scheduling shifts can change rapidly and employees need to be able to accommodate.

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

Second jobs are permitted but not supported if they interfere with the schedule at CNC Tramway.

Are you interested in being a Greenheart Employer? ☐ Yes ☒ No

Housing Options

This employer provides housing

Sex:

Is the participant required to sign a separate housing contract? ☒ Yes ☐ No

Is housing provided for the students? Yes

What type of housing is available? ☐ Dormitory ☐ Shared Apartments ☒ Other

Greenheart Exchange

Brief description of housing:

There are 3 dormitory style houses that are shared among 26 other individuals (6-10 participants in each house). Each room comes furnished with bedding and a closet. There are three to five rooms in each house. Each room has one bunk bed and sleeps two people. Two rooms will share one bathroom. There is a common room that everyone can spend their free time in, as well as a kitchen with a fridge, microwave, oven and stove top. The first house is located at 401 Cemetery Rd., the second house is located at 403 Cemetery Rd., and the third house is located at 319 First St.

If participants quit or are fired they will have 48 hours to vacate their housing after ending employment.

Address: 403 Cemetery Road

City, State, Zip: Keystone, SD 57751

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

<input checked="" type="checkbox"/> Linens	<input type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/> Cooking	<input checked="" type="checkbox"/> Kitchenware	<input checked="" type="checkbox"/> Microwave	<input checked="" type="checkbox"/> AC / Heat
<input checked="" type="checkbox"/> Bed	<input type="checkbox"/> Air Mattress	<input type="checkbox"/> Computer	<input checked="" type="checkbox"/> Internet	<input checked="" type="checkbox"/> WiFi	<input type="checkbox"/> Private Bathroom	

Rent of this housing (per participant)? \$70 per week

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

Are utilities included? ☒ Yes ☐ No **Approx. cost of utilities (per participant)?**

Is a housing deposit required upon arrival? Yes (upon arrival) There will be a \$280.00 deposit for the room that will be deducted from the employees first check. This will be held for possible damaged and/or extremely soiled rooms.

Also, if a participant leaves before his/her lease and/or contract end date for any reason, the participant is required to pay rent through the end of the lease agreement and will forfeit all of the deposit amount.

Cost of the internet is included in rent.

How will the deposit be refunded to the participant (final paycheck, etc.)? A check will be given upon completion of the participants DS-2019 program dates.

Transportation To and From Work

How far is this housing from the job site? less than .5 miles Not Applicable

How will the student get to and from work? Walk

What is the approximate ONE WAY travel time to work? 2 - 20 minutes depending on the housing location

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: 605-431-8705 Cameron's Cellular

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

Arrival to (city, airport): Rapid City Regional Airport, SD (RAP)

Preferred Arrival Time: No Preference

Will participant be picked up from the airport? ☒ Yes ☐ No

If so, by who?

How far from the airport is your place of business? 30 miles

Special instructions/comments regarding participant's arrival:

Participants must get their personal baggage from the baggage claim area. Once this has been accomplished, the participants should locate the "Airport Express Shuttle" service desk and confirm that they are an employee of Rushmore Tramway Adventures in Keystone, South Dakota. The shuttle will cost \$50 (an expense paid by the J-1 participant) and will take them from the airport to their housing (address is 403 Cemetery Road, Keystone, SD 57751; Phone Number: 605-399-9999)

Once participants land, they must call 970-980-4134 (Assistant Managers Phone) and the employer can help with extra instructions if there is any problem.

COMMUNITY PROFILE

How would you describe your area? Tourist Area Not Applicable

Please provide a brief description of your community: Keystone is a town located in the Black Hills region of South Dakota, at the base of Mt. Rushmore. In the winter time, the population is around 300 people and in the middle of July and August, there can be up to 35,000 people going through the little town of Keystone. Everything is within walking distance. There are many restaurants and attractions. It is a safe environment, and a friendly, beautiful place. However, to do bulk shopping (food, clothes, banking, etc.), participants will need to travel to Rapid City (20 miles away). To be clear, there is not a gym, bank, clothing store, or large grocery store located in Keystone.

Is there anything special that students should bring? The early part of the season may be rainy and cold so employees should bring the appropriate clothing for such weather.

What are the seasonal temperatures?

Spring: 55-65 degrees F

Summer: 75-95 degrees F

Fall: 60-75 degrees F

Winter: Not applicable

What is near work?

Transportation Depot:	<input type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input checked="" type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
Food/Super Market:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
Shopping Mall:	<input type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input checked="" type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
Post Office:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
Bank:	<input type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input checked="" type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
Public Library:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
Movie Theater:	<input type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input checked="" type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A

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Restaurants:	✓	On foot		In town / by public transport		Requires a car		N/A
Fitness Center/Gym:		On foot		In town / by public transport	✓	Requires a car		N/A
Sports/Recreation Facility:	✓	On foot		In town / by public transport		Requires a car		N/A
Nightlife:	✓	On foot		In town / by public transport		Requires a car		N/A
Laundromat:	✓	On foot		In town / by public transport		Requires a car		N/A
Internet Access:	✓	On foot		In town / by public transport		Requires a car		N/A

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There is no public transportation available in Keystone. Employer has partnered with a shuttle bus (Airport Express Shuttle) company that is available to take employees between Keystone and Rapid City. Departure times and amounts will be determined by participants upon arrival. Once they are in Rapid City, they have public bus transportation that they are free to use within the city.

All participants are included in our companies cultural events that range from an all-employee dinner, to kickball and softball games, and the now infamous karaoke night.

For additional cultural opportunities participants are recommended to join the Greenheart Club: <https://greenheartclub.org>. Through the Greenheart Club participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access various resources. Participants can access the Greenheart Club through their Greenheart Exchange Online account: <https://geo.greenheart.org/> - find a link in the lower right corner of their home page. Additionally, participants can check-out Visit The USA website: <https://www.visittheusa.com>.

Participants whose employment is terminated (involuntary or voluntarily), will have 2 weeks from the time that they end their position to secure permanent housing that complies with Greenheart Exchange's Housing Guidelines and submit a Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. Participant's failure to submit a SAJO within a two-week timeframe will result in shortening the participant's program sponsorship. If Greenheart Exchange rejects SAJO, the participant has 1 business day to resubmit SAJO in accordance with instructions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found here: <https://greenheartexchange.org/professional-exchange/work-and-travel/#/tab/regulations>.

Please feel free to attach any other additional information.

Greenheart Exchange

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA

9 of 9

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