



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

Snug Harbor Inn Inc, Sturgeon Bay, WI
November 7, 2024

Employer Information

Company Name: Snug Harbor Inn Inc	Website: http://snugharborinn.com/
# of Employees: 35	Phone Number: 920-743-3690
Industry Name: Hotel/Motel/Hostel/Bed and Breakfast	Fax Number: 920-746-4049
Primary Address: 1627 MEMORIAL DR Sturgeon Bay, WI 54235	Email Address: stay@beachharborresort.com
Billing Address: 1627 MEMORIAL DR Sturgeon Bay, WI 54235	Status: Submitted to Greenheart
Site of Activity: Motel 57 1161 GREEN BAY RD Sturgeon Bay, WI 54235	Contact Name: Kiley Johnson
Site of Activity: Beach Harbor Resort 3662 N DULUTH AVE Sturgeon Bay, WI 54235	Contact Title: Manager
Site of Activity: Snug Harbor Inn 1627 MEMORIAL DR Sturgeon Bay, WI 54235	Alternate Contact: Erica Crabb
Site of Activity: Waterfront Mary's Bar and Grill 3662 N DULUTH AVE Sturgeon Bay, WI 54235	Alternate Title: Manager
	Alternate Phone: 920-746-8000
	Hiring Manager Email: stay@beachharborresort.com
	Participant Supervisor
	Email: stay@snugharborinn.com
	FEIN: 39-1826237
Workers Comp	Policy #: 149009.202
	Carrier: SFM Mutual Insurance

November 7, 2024

Available Jobs: Descriptions and Wages

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:
5/1/2025	7/1/2025	8/27/2025	10/15/2025	18
Hours: Average hours/week: 35			Average number of 6 days/week:	
Pay Range: High: \$13.50/per hour		Low: \$4.00/per hour		
Overtime: Overtime available: Sometimes		Overtime hourly rate: Time and a half hourly wage		
Meals: Are Meals Provided?: Yes		Explain: Employees receive a 25% discount on food at the bar and grill at Waterfront Mary's. Details to be reviewed during orientation, please see the manager with any questions. The meal discount can only be utilized while on shift.		

English: Level requirement: Good

In what month(s) can participants expect to receive the most hours? May, June, July, August

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

Please Explain: The employer is open to all start and end dates. Business gets very busy throughout May-September. Beginning in mid-May and throughout October Snug Harbor Inn is busy with tourists, fishermen, and families on vacation. Participants can expect to receive the average number of hours throughout the duration of their program. Employer expects participants to work through their DS-2019 Form dates.

- How often do you pay employees? Twice a month
- Is job training required? Yes No
- If yes, how long is it? About 1 week, on the job training
- 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? 3
- 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!

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Job Type: Busser

Job Description: Please note this job is located at:
Waterfront Mary's Bar and Grill, 3662 North Duluth Avenue, Sturgeon Bay, WI 54235.
Telephone: 920-743-3690

A busser's job duties include clearing tables, taking dirty dishes to the dishwasher, setting empty tables, and otherwise assisting the waiting staff. Responsibilities may also include bringing water and introductory foods (tortilla chips, bread, etc.) to the table when guests first sit down. Payscale is hourly at \$12.00/hour

Primarily, a busser does all assistant activities including taking out the trash, shining cutlery, refilling water pitchers, speaking with customers, and restocking dinnerware, utensils, and condiment bottles. Bussers may also be required to clean restrooms. This will involve cleaning toilets and using cleaning chemicals.
The busser may also assist servers by bringing the food orders to the guests once the food is ready.

English level required: Good

Cleaning products may include chemicals.

Internal Job Type: Busser/Food Runner - Waterfront Mary's Bar & Grill

No Students being hired: 1

Age requirement: None

Wage: 12.00/per hour

Details:

Dress Code: Casual

The employer will provide a uniform shirt for free. Participants are encouraged to wear comfortable presentable pants (jeans or modest shorts) and comfortable closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Snug Harbor Inn Inc, Sturgeon Bay, WI

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Job Type: Kitchen Help

Job Description: Please note this job is located at:
Waterfront Mary's Bar and Grill, 3662 North Duluth Avenue, Sturgeon Bay, WI 54235.
Telephone: 920-743-3690

As a Kitchen Assistant, participants will be responsible for assisting in much of the food production in the kitchen and will assist the cook(s) to prepare food dishes. Each Assistant is typically assigned a place on the assembly line, such as the grill, stove, or vegetable prep area, and is responsible for cooking that specific portion of the meal. Participants will be working with both pork and alcohol products in this position. Payscale is hourly at \$12.50/hour

Job duties include:
-Assisting in set up and prep at the start of each shift
-Cooking and plate orders as received
-Paging appropriate server for pick up
-Keeping a clean and safe workstation
-Assisting with dishes
-Stocking area as needed
-Cleaning and sanitize during and after every shift
Participant will be using cleaning chemicals in this positions.
May handle pork products

Cleaning products may contain chemicals.

English level required: Good

Internal Job Type: Kitchen Assist - Waterfront Mary's Bar and Grill

No Students being hired: 1

Age requirement: None

Wage: 12.50/per hour

Details:

Dress Code: Casual

The employer will provide a uniform shirt for free. Participants are encouraged to wear comfortable presentable pants (jeans or modest shorts) and comfortable, non-slip, closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Housekeeping

Job Description:

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All employees are part of a team environment. The host organization has several departments within the business and staff can be cross-trained to complete many different job duties. All participants will need to be prepared to work in all position types at the listed wages including:

Housekeeper: \$13.50 per hour

Busser: \$12.50 per hour

Kitchen Assistant: \$12.50 per hour

However, participants hired on in this position will be working primarily as housekeepers at the following worksites:

Snug Harbor Inn: 1627 Memorial Dr, Sturgeon Bay, WI

Beach Harbor Resort: 3662 N. Duluth Ave., Sturgeon Bay, WI

Motel 57: 1161 Green Bay Rd., Sturgeon Bay, WI

Housekeeping: \$13.50 per hour

A housekeeper is responsible for cleaning (washing, dusting, vacuuming, and tidying) guest rooms and common areas including restrooms at Waterfront Mary's Bar and Grill. Job duties include picking up after a guest, preparing fresh linens, making beds, dusting furniture and fixtures, washing floors, vacuuming carpeted areas, emptying trash cans, cleaning windows, cleaning the bathroom and toilet, and keeping the guest rooms stocked with accessories and the bathrooms stocked with supplies. Housekeepers will almost always be using cleaning chemicals.

Note: Laundry duties will not exceed 15% of work time

Housekeepers may receive tips at the discretion of guests and tips are pooled.

Participants will be assigned to clean a variety of single-rooms and multi-room cottages at the resort locations. Multi-room units have bedrooms, separate bathrooms with shower facilities, a kitchen, and a living space, all of which the participants will be responsible for cleaning.

Participants can view sample photos of all accommodations at the following websites:

<http://snugharborinn.com/cottages/>

<http://snugharborinn.com/suites/>

<http://beachharborresort.com/double>

<http://motel57.business.site/>

English level required: Good

Internal Job Type: Room Attendant

No Students being hired: 5

Age requirement: None

Wage: 13.50/per hour

Details:

Dress Code: Uniform

The employer will provide two uniform t-shirts for free. Participants are encouraged to wear comfortable clothing (jeans or modest shorts) and comfortable closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

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Swimmer:

Job Type: Server

Job Description: Please note this job is located at:
Waterfront Mary's Bar and Grill, 3662 North Duluth Avenue, Sturgeon Bay, WI 54235.
Telephone: 920-743-3690

A server's main job duties include greeting customers, seating customers, taking orders, entering orders on point of sale computer that sends orders to the kitchen, clearing tables, keeping the dining and common areas tidy with general cleaning (including use of chemicals), and vacuuming, taking dirty dishes to the dishwasher, setting empty tables, and otherwise assisting other waiting staff. Responsibilities may also include bringing water and introductory foods (tortilla chips, bread, etc.) to the table when guests first sit down.

Additionally, a Server will also assist in assistant activities including taking out the trash, shining and rolling cutlery, refilling water pitchers and restocking dinnerware, utensils, and condiment bottles. Payscale is hourly at \$4.00 per hour. The first two shifts of server training are paid at \$7.50/hour.

The server will also bring the food orders to the guests once the food is ready. Servers will be serving both pork and alcohol products to guests. Servers must be willing to handle these items to be considered for this position.

Hourly wage plus tips. The employer will apply tip credit to equal minimum wage if necessary.

English level required: Excellent

Internal Job Type: Server - Waterfront Mary's Bar and Grill

No Students being hired: 4

Age requirement: None

Wage: 4.00 + tips/per hour

Details:

Dress Code: Casual

The employer will provide a uniform shirt for free. Participants are encouraged to wear comfortable presentable pants (jeans or modest shorts) and comfortable closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.

Requirements:

Non-smoker:
Ski:
Swimmer:

Lifeguard Certified:
CPR Certified:

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Job Type: Host/Hostess

Job Description: Please note this job is located at:
Waterfront Mary's Bar and Grill, 3662 North Duluth Avenue, Sturgeon Bay, WI 54235.
Telephone: 920-743-3690

A host/hostess job duties include seating customers when they arrive, bringing the table menus, keeping an accurate seating chart, clearing tables, taking dirty dishes to the dishwasher, cleaning, sanitizing, and setting empty tables, and otherwise assisting the serving staff. Responsibilities may also include bringing water and introductory foods (tortilla chips, bread, etc.) to the table when guests first sit down. Another responsibility of a host/hostess is to assist the server by bringing the food orders to the guests once the food is ready.

Additionally, a host/hostess will also do assistant activities including taking out the trash, shining cutlery, refilling water pitchers, and restocking dinnerware, utensils, and condiment bottles. Host/Hostess may also be required to clean restrooms, dining, or other common areas. This will involve cleaning toilets and using cleaning chemicals.

English level required: Excellent

Internal Job Type: Host/Hostess - Waterfront Mary's Bar and Grill

No Students being hired: 1

Age requirement: None

Wage: 12.50/per hour

Details:

Dress Code: Uniform

The employer will provide a uniform shirt for free. Participants are encouraged to wear comfortable presentable pants (jeans or modest shorts) and comfortable, non-slip, closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

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Job Type: Rentals Clerk

Job Description: Participants in this position will be assisting resort customers with boat rentals.

Primary job duties include but are not limited to:

- Completing rental paperwork
- Directing customers and explaining the rental form
- Administrative duties including answering phones, taking reservations, computer work, and basic math to complete rental agreements and payments.

Participants must have a working knowledge of US currency for this position.

- Groundskeeping
 - It includes helping with emptying trash receptacles and moving lounge chairs on the beach.
 - Emptying outside trash receptacles
 - Cleaning boats with cleaning chemicals
- It includes helping with emptying trash receptacles and moving lounge chairs on the beach.

English level required: Excellent

Internal Job Type: Boat Rentals Clerk - Door County Boat Rentals

No Students being hired: 2

Age requirement: None

Wage: 12.50/per hour

Details:

Dress Code: Uniform

A rental agent shirt will be provided. This position is primarily outdoors and shorts/swim trunks are suggested.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

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Job Type: Bartender

Job Description: Please note this job is located at:
Waterfront Mary's Bar and Grill, 3662 North Duluth Avenue, Sturgeon Bay, WI 54235.
Telephone: 920-743-3690

A bartender's main job duties include greeting customers, mixing drinks, taking food and drink orders, entering orders on point of sale computer that sends orders to the kitchen, clearing tables, keeping the dining and common areas tidy with general cleaning (including the use of chemicals), and vacuuming, taking dirty dishes to the dishwasher, setting empty tables, and otherwise assisting other waiting staff & dining area. Responsibilities may also include bringing water and introductory foods (tortilla chips, bread, etc.) to the table when guests first sit down.

Additionally, a bartender will also assist in activities including taking out the trash, vacuuming the restaurant, mopping floors, cleaning tables and bar tops, stocking drink condiments, and restocking dinnerware, utensils, and condiment bottles. The scale is hourly at \$6.00 per hour. The first two shifts of bartender training are paid at \$7.50/hour.

The server will also bring the food orders to the guests once the food is ready. Servers will be serving both pork and alcohol products to guests. Servers must be willing to handle these items to be considered for this position.

Hourly wage plus tips. The employer will apply a tip credit to equal minimum wage if necessary.

English level required: Excellent

Internal Job Type: Bartender - Waterfront Mary's Bar and Grill

No Students being hired: 4

Age requirement: None

Wage: \$6.00 + tips /per hour

Details:

Dress Code:

The employer will provide a uniform shirt for free. Participants are encouraged to wear comfortable presentable pants (jeans or modest shorts) and comfortable closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

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Job Benefits (bonuses, incentives):

Participants can earn a \$0.50 per hour worked bonus at the end of the season. Participants must work through the dates listed on their DS-2019 form.
25% meal discount as listed above

Is there a Social Security Admin office near you: No

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

SSA office details:

The employer will take participants to apply for Social Security for no additional cost.
The Door County Visitor's Bureau also conducts two Social Security signup events for participants throughout the area.

The Social Security Office is located in Green Bay, WI (75 miles away from job site).

Address:
Social Security Administration Office
1561 Dousman St.
Green Bay, WI 54303
Phone: 1-888-862-4811

Office Hours:
Hours: Monday - Friday: 9:00 AM - 4:00 PM
Saturday and Sunday: Closed

Participant Requirements

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

Trustworthy, dependable and hardworking.

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

During orientation participants will be introduced to the pooled tip procedures of the restaurant as they will be asked to sign the following document:
Tip Pool Notification and Agreement
Participants are encouraged to ask manager any questions about the policy before signing documents. Additional details listed in the Job Description.

Participants should be neat, clean and presentable for the work environment. Hair must be clean and styled. Personal cleanliness is very important. Maintain good hygiene, preventing unpleasant breath and body odor. Tattoos must be covered and no excessive piercings, gauges, or hair color. Participants are Ambassadors of their home country and should make every effort to represent their country well.

Please Note: The employer is located in a remote location, and second job opportunities might be limited with hours available.

Please Note: Friends are welcome to apply, however, they should not expect to be assigned the same shift or be granted the same days off.

Are you interested in being a Greenheart Employer?

Yes No

Housing Options

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You DO provide 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

Brief description of housing: Additional housing, an upper and lower apartment. Each floor has two bedrooms with one set of bunk beds in each, bathroom, kitchen, and living room. There is a shared coin op washer and dryer for both apartments . All utilities and Wi-Fi is included in the rent. 804 Oak St. Sturgeon Bay, WI 54235.

Participants will be housed in one of two apartments. Both apartments are a part of one complex split into two levels.

Apartment 1: Lower Level

-5 bedrooms; 2-3 participants per bedroom.

-11 participants total in this unit. Each participant will have their own bed.

-2 full bathrooms.

Apartment 2: Upper Level

-2 bedrooms; 2-3 participants per bedroom.

-5 participants total in this unit. Each participant will have their own bed.

-2 full bathrooms.

Units will be assigned to participants before arrival. Bedrooms are divided by gender.

Both the upper and lower apartments are equipped with fully operating kitchens and living room. Free WiFi available in both apartments.

Address: 60 GREEN BAY RD

City, State, Zip: Sturgeon Bay, WI 54235

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)? \$70.00 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 No deposit is collected. However housing is expected to be left in the condition it was given. An inspection is to be scheduled before departure.

PLEASE NOTE: Participants are required to vacate the housing within 48 hours of employment termination or ending employment early (quitting).

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

Transportation To and From Work

How far is this housing from the job site? 2+ miles

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Some of the sites of activity are less than 2 miles and some are more but they are all around two miles. Please see respective information below; primary housing is less than 2 miles away.

How will the student get to and from work? Bicycle or Taxi

What is the approximate ONE WAY travel time to work? 15 minutes or less

What is the approximate ONE WAY travel cost to work? A local taxi through Door2Door for \$4

Participant Travel to Business

Participant should contact you:

Upon boarding:

Upon arrival:

Employer's Emergency phone number:

920-559-2628

Cell phone- Jon Hanson

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PLANE

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

Arrival to (city, airport): Green Bay, Wisconsin (GRB)

Preferred Arrival Time: Morning

Will participant be picked up from the airport? Yes No

If so, by who? Employee or Owner

How far from the airport is your place of business? 55 miles

Special instructions/comments regarding participant's arrival:

Participants will be picked up from the Green Bay–Austin Straubel International Airport (GRB) airport in Green Bay, Wisconsin ONLY. Preferred arrival times: Monday-Friday 9am to 2pm.
Note: Participants will NOT be picked up from Chicago, Illinois (ORD)

Participants must contact the employer with their travel plans 2 weeks prior to coming to the United States; using email: stay@beachharborresort.com; further instructions and coordination of pick up with other participants will be provided. Participants will be picked-up in baggage claim. Participants should look for a Staff Member holding a sign reading "Snug Harbor Real Estate."

Participants may decide to fly into Chicago, Illinois instead of Green Bay, Wisconsin and will need to find their own transportation to Door County, Wisconsin (see Bus instructions below), or at least to Green Bay, Wisconsin.

If participants decide to fly into Chicago, Illinois they can also make their own way to Green Bay, Wisconsin by bus. The Greyhound Bus from Chicago, Illinois to Green Bay, Wisconsin is about a 6-8 hour trip. Please see more information below and in the Bus section.
Participants should arrive in Chicago, Illinois in the morning to ensure a bus ride to Green Bay, Wisconsin on the same day.

Participants must take a taxi (at a cost of \$35-\$50) or the Blue line L train (at a cost of \$5, get off at Clinton) to the Greyhound Bus Station in Chicago, Illinois.

Here is a Google Map with directions: <https://goo.gl/maps/eZAw3>

Participants must then take the Greyhound bus #5858 to Green Bay, Wisconsin. The cost of this bus ticket is approximately \$50.

Participants must email the employer stay@beachharborresort.com before they leave Chicago, Illinois or they will not be guaranteed to be picked up in Green Bay, Wisconsin.

If the participant's flight arrives in Chicago, IL in the afternoon, they are advised to spend the night at the Hosteling International hostel in downtown Chicago, Illinois.

The amount for one night at the hostel is approximately \$40-\$45 if a reservation is made in advance.

The address is 24 Ida B. Wells Dr, Chicago, IL 60605.

The phone number of the Hostel is 312-360-0300.

Website: <https://www.hiusa.org/hostels/illinois/chicago/chicago>

BUS

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

Arrival to (city, station): Green Bay, Wisconsin

Preferred Arrival Time: No Preference

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

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Will participant be picked up from the station? Yes No

If so, by who? Employee or Owner

How far from the station is your place of business? 55 miles

Special instructions/comments regarding participant's arrival:

Note: Participants will NOT be picked up from Chicago, Illinois (ORD or MDW).

Participants may decide to fly into Chicago, Illinois instead of Green Bay, Wisconsin and will need to find their own transportation to Door County, Wisconsin (see Bus instructions below), or at least to Green Bay, Wisconsin.

If participants decide to fly into Chicago, Illinois they can make their own way to Green Bay, Wisconsin by bus. Participants will need to take the public train system or a taxi from the Chicago, Illinois airport (ORD or MDW) to the Greyhound station.

To take the public train system from O'Hare International Airport (ORD) to the greyhound bus station, participants can take the Blue line train (accessible in the airport) to the CLINTON stop. Participants will need to get on the train that says to FOREST PARK. Participants will need to get off at the train stop that says CLINTON. From there the participants will walk 4 mins to the Greyhound bus station. The address of the bus station is 630 West Harrison Street, Chicago, IL 60607. Here is a Google Map with directions: <https://goo.gl/maps/eZAw3> From there, participants can walk towards Congress Parkway on Clinton. Participants should turn right onto Harrison St. The bus station will be there. The cost to ride on the Blue line will be \$5.

From Midway International Airport (MDW) participants can take the Orange line to CLARK AND LAKE. Participants should switch to the Blue line, and follow the directions above to the bus station. The cost will be \$2.50. Find the bus station here: <https://goo.gl/maps/ZqrVWS5NrauJncuV8>

Participants can also take a taxi from the airport to the bus station. The cost of the taxi is \$35-\$60 depending on the time of day.

The Greyhound Bus from Chicago, Illinois (Address: 630 W Harrison St, Chicago, IL 60607) to Green Bay, Wisconsin (Address: 901 University Ave, Green Bay, WI 54302) is about a 6–8-hour trip. Participants must take the Greyhound bus #5858 to Green Bay, Wisconsin. There are only 2 buses per day between Chicago, Illinois and Green Bay, Wisconsin. The first bus leaves at 6:15am and arrives around 11:00am. The second bus leaves at 5:00pm and arrives around 11:00pm. Participants should arrive in Chicago, Illinois in the morning to ensure a bus ride to Green Bay, Wisconsin on the same day BEFORE 10:00pm.

A bus ticket between Chicago, Illinois and Green Bay, Wisconsin is between \$35-\$50. Greyhound has several options to purchase tickets in advance online or onsite. Whether participants are inside or outside of the U.S., they can purchase tickets through any of these methods when paying with U.S. dollars or any major international credit card. Details and information can be found online at: <https://www.greyhound.com/en/help-and-info/ticket-info/payment-ticket-options>.

Participants must email the employer stay@beachharborresort.com before they leave Chicago, Illinois or they will not be guaranteed to be picked up in Green Bay, Wisconsin.

If the participant's flight arrives in Chicago, IL in the afternoon, they are advised to spend the night at the Hosteling International hostel in downtown Chicago, Illinois.

The amount for one night at the hostel is approximately \$40-\$45 if a reservation is made in advance.

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The address is 24 Ida B. Wells Dr, Chicago, IL 60605.

The phone number of the Hostel is 312-360-0300.

Website: <https://www.hiusa.org/hostels/illinois/chicago/chicago>.

Participants must contact the employer with their travel plans 2 weeks prior to coming to the United States. Participants can contact the employer, Kiley, using email: stay@beachharborresort.com. Further instructions and coordination of pick up with other participants will be provided prior to their arrival. Participants will be picked-up in the baggage claim area of the Green Bay, Wisconsin Greyhound bus station. Participants should look for a Staff Member holding a sign reading "Snug Harbor Real Estate."

FROM OHARE: O-Hare International (ORD): 18 miles from hostel, CTA Blue line train, exit LaSalle, walk 3 blocks east on Congress Pkwy.

FROM MIDWAY: Midway (MDW): 11 miles from the hostel, CTA Orange line train, exit Library, follow State Street south one block, left at Congress Pkwy, one block east to Wabash.

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	Small town and tourist area in the summer
Please provide a brief description of your community:	Sturgeon Bay is a city in and the county seat of Door County, Wisconsin, United States. Door County is located in northern Wisconsin, on the peninsula in Lake Michigan. Door County has been referred to as the Cape Cod of the Midwest and has also been listed as one of the top ten tourist destinations in North America by money magazine.	
Is there anything special that students should bring?	Participants should bring a swim suit and clothes for warm weather during the day. Wisconsin can still get chilly at night during the summer. A light jacket and sweatshirt is also recommended. For work, participants need to bring comfortable clothing (jeans or modest shorts) and comfortable closed-toe shoes as long as they are neat in appearance. No stains, rips, or holes. Shorts are allowed, mid-thigh length or longer.	

What are the seasonal temperatures?

Spring: 60-70 degrees F

Summer: 80-90 degrees F

Fall: 50-60 degrees F

Winter: -10-30 degrees F

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

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Bank:	✓	On foot		In town / by public transport		Requires a car	N/A
Public Library:	✓	On foot		In town / by public transport		Requires a car	N/A
Movie Theater:		On foot		In town / by public transport	✓	Requires a car	N/A
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

Indicate other nearby activities:

The town has the most accessible shoreline of all the Door County communities.

Summer Activities List:

Hiking, Swimming, Kayaking, Festivals, Boating, Live Music, Movies in the Park, & Shopping

Almost everything in the town is within walking distance and there are many charming shops and galleries set in century-old barns. Additional attractions include wildlife preserves, marinas, parks, historical and cultural sites, camping, biking, hiking and festivals and events.

One of the best ways to explore Door County is to rent a bike and take an adventure down the shoreline. Boat tours and winery tours are also famous around Door County. With twelve major lighthouses along the shoreline, many visitors enjoy spending an afternoon exploring a lighthouse. A popular destination to see is the Sturgeon Bay Ship Canal and Coast Guard Station. Door County also has a calendar of events that are happening in the area (many of which are free!!)

List of interesting area websites:

<http://beachharborresort.com>

<https://www.facebook.com/Motel57/>

<http://www.doorcounty.com>

<http://www.sturgeonbay.net>

Is there wireless internet available?

Yes, WiFi is available at work and housing for free; participants should bring their own web-enabled devices.

Additionally, WiFi is also available at local cafes and restaurants. It is customary to purchase a menu item to use this service for free.

Public libraries may have desktop computers for personal use. The main public library is located at:

WiFi is also available at the local library:

Door County Library

Ephraim Branch

9996 Water St

Ephraim WI 54211

<http://doorcountylibrary.org/ephraim>

Additional Comments:

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

Snug Harbor Inn Inc, Sturgeon Bay, WI

November 7, 2024

We will help arrange rides or students can take a local taxi through Door2Door for \$4. Details will be provided at orientation. Participants are always encouraged to bring questions to their manager.

Door County is a popular destination for many of those living in the Midwest region of the U.S. Participants will be able to interact with locals on a daily basis as well as experience the Midwest charm of a lakeside county.

Please Note: public transportation is not available. Sturgeon Bay offers a very affordable taxi cab service called Door to Door. We also work very closely with our participants and can orchestrate rides as well.

The employer will arrange bi-weekly group shopping trips to the grocery store and for local errands.

Cultural Activities:

The Employer will arrange an end of season party before participants depart. It will include food and outdoor, team building activities.

Snug Harbor Inn Inc: Annual Summer Festivals

4th of July Parade and fireworks

Lighthouse festival, triathlons, live music, and Steel Bridge Song fest

In the case that participants need to go places that are far, they can always call for a taxi:

* Yellow Taxi: 920-435-1111

<https://yellowcabgreenbay.com/>

* Packerland Shuttle/Taxi: 920-327-2880

<https://www.yellowpages.com/de-pere-wi/mip/packerland-shuttle-3578963?lid=3578963>

* 1 Awesome Cab: 920-371-7808

<https://www.1awomecab.com>

Participants will be meeting new people and interacting with Americans at work and on their time off. This area receives many tourists so participants will be able to interact with local Americans and visitors to this resort town on a daily basis. Experiencing American culture will be part of participants' lives while living in this seasonal area.

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 participants 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.

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