



# Greenheart

## Work and Travel Program - Employer Information W\_T-Summer 2025

Swan Mt Recreation Inc DBA Swan Mt Outfitters, West Glacier, MT  
October 18, 2024

### Employer Information

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<b>Company Name:</b> Swan Mt Recreation Inc DBA Swan Mt Outfitters	<b>Website:</b> <a href="https://www.swanmountainoutfitters.com/">https://www.swanmountainoutfitters.com/</a>
<b># of Employees:</b> 50	<b>Phone Number:</b> 406-387-4566
<b>Industry Name:</b> Restaurant/Cafe/Concession Stand	<b>Fax Number:</b> Not applicable
<b>Primary Address:</b> 12000 US Highway 2 E West Glacier, MT 59936	<b>Email Address:</b> <a href="mailto:aubrie@swanmountainoutfitters.com">aubrie@swanmountainoutfitters.com</a>
<b>Billing Address:</b> PO Box 130278 Coram, MT 59913	<b>Status:</b> Awaiting Approval
<b>Site of Activity:</b> Swan Mountain Outfitters 12000 US Highway 2 E West Glacier , MT 59936	<b>Contact Name:</b> Aubrie Marie Lorona
	<b>Contact Title:</b> CEO
	<b>Alternate Contact:</b> Erik Lorona
	<b>Alternate Title:</b> COO
	<b>Alternate Phone:</b> 406-871-4604
	<b>Hiring Manager Email:</b> <a href="mailto:aubrie@swanmountainoutfitters.com">aubrie@swanmountainoutfitters.com</a>
	<b>Participant Supervisor</b>
	<b>Email:</b> <a href="mailto:aubrie@swanmountainoutfitters.com">aubrie@swanmountainoutfitters.com</a>
	<b>FEIN:</b> 20-5126480
<b>Workers Comp</b>	<b>Policy #:</b> 033155391
	<b>Carrier:</b> Montana State Fund

### Available Jobs: Descriptions and Wages

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Will you accept participants with all start and end dates?      Yes:       No:

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Earliest Start Date:	Latest Start Date:	Earliest End Date:	Latest End Date:	#Students:
5/16/2025	6/15/2025	9/1/2025	10/30/2025	8
<b>Hours:</b> Average hours/week: 32			Average number of 4-5 days/week:	
<b>Pay Range:</b> High: \$14.00/per hour		Low: \$14.00/per hour		
<b>Overtime:</b> Overtime available: Sometimes		Overtime hourly rate: \$21/hour after 48 hours per week		
<b>Meals:</b> Are Meals Provided?: Yes		<b>Explain:</b> The employer does a weekly shopping run for basic ingredients (meat, cheese, fruit, vegetables, pasta and bread) that is provided in the employee housing as part of the monthly cost of \$400 for room and board. Participants are responsible for preparing their own meals and cleaning up after themselves. Any additional food items desired would need to be purchased by the participants.		

**English:** Level requirement: Excellent

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

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

**Please Explain:** This is a seasonal business with ramp up occurring in May and close down in late September/October. The peak season is the heart of summer when most people take their vacations. Hours should consistently be around 40 except for a few weeks in May and September.

<b>How often do you pay employees?</b>	Twice a month	
<b>Is job training required?</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If yes, how long is it?</b>	1-2 weeks	
<b>Are participants paid for training?</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Are you willing to hire couples?</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Are you willing to hire groups of friends?</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If yes, how many are allowed in the group?</b>	2	
<b>Can participants work a second job?</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Do participants complete an additional application form upon arrival?</b>	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>

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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!**

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**Job Type:** Food Service

**Job Description:** Required English level: Great

Participants working in the Back of House role should expect to spend more of their time doing kitchen related tasks. They will spend more time with their American co-workers and less time directly with customers.

Duties may include the following:

- Cleaning the bar/restaurant/bathrooms
- Washing and re-shelving dishware and glassware
- Cooking/preparing food to order
- Putting food away
- Cleaning out dipping cabinets/bar equipment and sinks/espresso machine
- Emptying garbage
- Sweeping and mopping floors
- Wiping down food service tables
- Cleaning appliances

The kitchen area at times may have high humidity and temperatures. Your employer may ask you to perform other duties related to your job type.

Participants may be using cleaning chemicals.

Participants should be familiar with American currency and be able to handle cash and card transactions.

Participants will get tips during shifts. Tips in the tip jar get divided evenly by everyone working during that shift. Tips on a credit card are associated with the participant's login for the cash register and are tracked by the computer system. These are received via paycheck every month.

The participants must be 18 to work in the bar area in the state of Montana, but they are required to take an alcohol server exam which the employer pays for, and it provides them with a certificate that they give to the state. The cost is \$10-\$20.

**Internal Job Type:** Back of House

**No Students being hired:** 4

**Age requirement:** None

**Wage:** 14.00 + tips/per hour

*Details:*

**Dress Code:** Uniform

Employer provides the first shirt free. All additional shirts are \$10. The nametag is \$8.00. Participants should bring comfortable shoes and pants/shorts.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

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**Job Type:** Food Service

**Job Description:** Required English level: Excellent.

Participants working in the Front of House position can expect to spend most of their time interacting directly with customers. This time may be split between the restaurant and gift shop sections of the business.

Duties will include but are not limited to the following tasks:

- Making coffee
- Serving cocktails
- Preparing ice cream treats
- Cleaning the bar/restaurant/bathrooms
- Cleaning out dipping cabinets/bar equipment and sinks/espresso machine
- Emptying garbage
- Sweeping and mopping floors
- Wiping down food service tables

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

Discounts to area attractions (zip lining, whitewater rafting, ropes course, boat tours and bus tours).  
Free horseback rides and llama treks.  
Glacier Park pass, allowing entry into the park.  
Transportation to town when necessary.  
20% discount on items sold onsite  
Glacier Highline: Employees can do the course for \$30 per person

**Other Discounts:**

Murdoch's (Columbia Falls and Kalispell) 10-15% off certain items  
Army Navy (Whitefish and Kalispell) 10-15% off certain items  
Boot Barn (Kalispell) 10-15% off certain items  
Outfitter Supply (Columbia Falls) 10-20% off certain items  
Western Outdoor (Kalispell) 20%

Crown of the Continent Discovery Center 5-20% of certain items  
Last Best Pizza 10% off

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

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

**SSA office details:**

The employer will assist with the transportation and application at no cost.

**Address of nearest SSA office:**

275 Corporate Dr, Ashley Square Mall Ste D., Kalispell, MT 59901  
Phone: (800) 772-1213

**Hours of Operation:**

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

**Participant Requirements**

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

Strong work ethic  
Engaging  
Self starter (brings ideas to the table)

**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

*This business has elected to be a member of CCI's Greenheart Club. We encourage all participants placed here to join the Greenheart Club, as well. This can be done via the CCI online application system. You may be expected to participate in an environmental initiative or event, while employed by this business. Don't worry, it will be fun!*

[Login](#)

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## Housing Options

*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:**

Housing is a furnished apartment with 4 bedrooms and 1 bathroom. Participants will be living with other coworkers, both Americans and international individuals. There will be 2 people to a room. There is a common seating area, large kitchen, washer/dryer. The bathroom is broken into two separate rooms so that someone can be using the toilet/sink at the same time someone is showering. Housing cost includes basic food and supply items purchased by the employer for participant consumption and use. The housing is inspected informally by managers on a weekly basis when supplies are delivered. It is a regularly scheduled time (usually every Wednesday) so no other additional notice is given. As the owners, the employer may inspect at any time if a complaint is received, or they have concerns. This is explained to participants at the beginning of the season.

If participants quit or are fired, they would need to vacate the housing within 24 hours.

**Address:** 12000 US Highway 2 E, Apt. 1 **City, State, Zip:** West Glacier, MT 59936

**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)? \$400 per month

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? Yes (upon arrival) The housing deposit is \$100, which is split into payments of \$50 from the first two paychecks. Also \$65 is refundable at the end of the season and \$35 is retained for a cleaning fee. Participants get the \$65 back in their final paycheck as there is no damage to the housing.

How will the deposit be refunded to the participant (final paycheck, etc.)? Final paycheck

### 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 upstairs

What is the approximate ONE WAY travel time to work? 1 minute

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What is the approximate ONE WAY travel cost to work? \$0

### Participant Travel to Business

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Participant should contact you: Upon boarding:  Upon arrival:   
Employer's Emergency phone number: 406-871-4606  
Aubrie's cell phone

**PLANE**

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

**Arrival to (city, airport):** Glacier International Airport (FCA)

**Preferred Arrival Time:** No Preference

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

**If so, by who?** A company employee

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

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

Participants should fly to the Glacier International Airport for the most direct travel experience. Once there, gather baggage and head to the curb where a Swan Mountain employee will be waiting.

Participants should communicate exact travel plans at least 2 weeks in advance of travel to [aubrie@swanmountainoutfitters.com](mailto:aubrie@swanmountainoutfitters.com).

**TRAIN**

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

**Arrival to (city, station):** West Glacier, Montana

**Preferred Arrival Time:** No Preference

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

**If so, by who?** A company employee

**How far from the airport is your place of business?** 2 miles

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

If participants want, they may be able to fly into Seattle WA (SEA) and then take Amtrak to West Glacier, MT.

Detailed instructions, websites and costs for this option are listed here step by step: <https://www.rome2rio.com/s/Seattle-Airport-SEA/West-Glacier>. Select option for Bus/train or just Train and it will give the details needed as you click on each leg of the trip. The cost to take the Bus/Train is \$35-\$197.

Once there, gather baggage and head to the curb where a Swan Mountain employee will be waiting.

Participants should communicate exact travel plans at least 2 weeks in advance of travel to [aubrie@swanmountainoutfitters.com](mailto:aubrie@swanmountainoutfitters.com).

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### Community Profile

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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: Very naturally beautiful area. Lots of mountains, forests, lakes and rivers. Rural with limited public transportation or big city attractions, but abundant outdoor recreation opportunities. West Glacier is at the entrance to Glacier National Park where millions of visitors come each year to experience its beauty.

Is there anything special that students should bring? Bring clothing to layer for a variety of temperatures. Weather can change quickly between seasons (June to July) and between elevations (valley floor versus mountain peak). Bring clothes to hike, camp, horseback ride, swim and fish in.

What are the seasonal temperatures?

Spring: 50-60 degrees F

Summer: 75-90 degrees F

Fall: 40-70 degrees F

Winter: 10-40 degrees F

What is near work?

Transportation Depot:		On foot		In town / by public transport	✓	Requires a car	N/A
Food/Super Market:		On foot	✓	In town / by public transport	✓	Requires a car	N/A
Shopping Mall:		On foot		In town / by public transport	✓	Requires a car	N/A
Post Office:		On foot	✓	In town / by public transport		Requires a car	N/A
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:

Whitewater rafting, horseback riding, hiking, fishing, ropes obstacle course, zip-lining, camping, biking. Glacier National Park is minutes away. The employer will assist with cultural opportunities throughout the summer. Participants can walk to most local businesses in West Glacier for activities like rafting, horseback riding, paddleboards and bus tours. There is also a park shuttle system that can pick them up from the West Glacier visitor center which is walking distance from the employer. <https://www.nps.gov/glac/planyourvisit/shuttles.htm> Additionally, there are lots of other employees that have vehicles and provide rides to participants. The employer also provides a couple of secondhand bikes that can be used to get into the park easily. With any bike use, please do check that the brakes are in good working order, purchase a helmet, light and lock. Participants are also expected to review the Bike Safety information listed in their GEO account under Participant Resources.

List of interesting area websites:

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[www.nps.gov/glac](http://www.nps.gov/glac)  
[www.whitefishchamber.org](http://www.whitefishchamber.org)  
[www.discoverkalispell.com](http://www.discoverkalispell.com)  
[www.columbiafallschamber.org](http://www.columbiafallschamber.org)

### **Is there wireless internet available?**

Wi-Fi is included in rent and is available at the housing for no cost.

There are no nearby libraries to provide free Wi-Fi. However, Wi-Fi is provided at the Apgar Visitor Center, which is accessible via the Glacier National Park shuttle system.

<https://www.nps.gov/glac/planyourvisit/connectivity.htm>

### **Additional Comments:**

Please note that bike safety best practices in the U.S include always wearing a helmet, using a bike lock and bike lights and following the rules of the road.

Overtime not paid until 48 hours because of the following Montana exemption:

"Student employees of seasonal amusement or recreational areas (who are furnished board and room) must receive one-and-one-half time (1.5 x) their regular rate of pay for all hours worked in excess of 48 in any work week."

<https://erd.dli.mt.gov/labor-standards/wage-and-hour-payment-act/wage-and-hour-laws-guide>

Participants will be meeting new people and interacting with Americans and other international participants 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.

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 1 week 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. Participants who end employment are required to move out of employer housing within 48 hours. If participants are not able to secure permanent housing and acceptable SAJO within 1 week deadline in the area, they have the option to end their programs or continue search for a new job and housing in different location for another week. Participants cannot be unemployed for longer than 2 weeks. 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. Failure to resubmit SAJO within 1 business day may result in shortening the participant's sponsorship. Information about prohibited jobs for J-1 SWT program participants can be found here: <https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations>

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

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## 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.

A handwritten signature in black ink, appearing to read "Aubrie M. Fortin".

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**Authorized EMPLOYER Representative's Signature:**

CEO

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**Authorized EMPLOYER Representative's Title:**

Swan Mountain Recreation, Inc. dba Swan Mountain Outfitters

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**Name of EMPLOYER Company:**

10/21/24

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**Date:**