



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

Skagway Jewelry Co LLC - Skagway, Skagway, AK
January 14, 2025

Employer Information

Company Name: Skagway Jewelry Co LLC - Skagway	Website: omnijewelers.com
# of Employees: 11	Phone Number: 340-626-5928
Industry Name: Retail/Sales	Fax Number: 340-715-2692
Primary Address: 5th and Broadway Skagway, AK 99840	Email Address: skagwayjewelry@gmail.com
Billing Address: P.O. Box 40 Skagway, AK 99840	Status: Approved
Site of Activity: Omni Jewelers 3rd and Broadway Skagway, AK 99840	Contact Name: Indresh Chawla
Site of Activity: Skagway Jewelry Co. 5th and Broadway Skagway, AK 99840	Contact Title: Owner
	Alternate Contact: Heena Punjabi
	Alternate Title: Administrative Manager
	Alternate Phone: 340-626-5928
	Hiring Manager Email: skagwayjewelry@gmail.com
	Participant Supervisor
	Email: skagwayjewelry@gmail.com
	FEIN: 42-1665921
Workers	Policy #: WCV103585802
Comp	Carrier: Umialik Insurance Company

January 14, 2025

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	6/15/2025	6/15/2025	9/30/2025	5
Hours: Average hours/week: 40+			Average number of days/week: 6	
Pay Range: High: \$13.00/per hour		Low: \$13.00/per hour		
Overtime: Overtime available: Sometimes		Overtime hourly rate: 1.5 times the standard wage (beyond 8 hrs a day)		
Meals: Are Meals Provided?: No			Explain: Not applicable.	
English: Level requirement: Great				

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

Please Explain: Participants are scheduled for 40+ hours a week but actual hours assigned could vary. The employer is flexible based on participants' interest in work and on their performance. When scheduling extra hours, less productive workers (based on targets) may not get assigned as many hours as more productive workers.

The store is open 7 days a week in the June, July and August, but depends on the cruise ship schedule in May and September.

The store closes occasionally on Sundays during the months of May and September.

Days off are generally scheduled for Fridays, Saturdays, and Sundays because these are mild ship days.

How often do you pay employees? Monthly

Is job training required? Yes No

If yes, how long is it? 4 hours

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? 4

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: Sales Associate

Skagway Jewelry Co LLC - Skagway, Skagway, AK

January 14, 2025

Job Description:

The primary duty is to close sales and meet sales targets while achieving customer satisfaction. (A "sales target" is merely a soft goal to strive for. There is no penalty for not reaching it.) This requires 100% effort toward initiating customer engagement and a commitment to develop and utilize effective sales techniques. Training will be provided, however a friendly, outgoing personality, desire to improve and willingness to eagerly practice various approaches is a must. A friendly customer relationship must be nurtured in all instances, assisting with problems or questions and locating merchandise to suit their desires.

Daily sales duties will require a working knowledge of US currency and use of a cash register system and/or handwriting of sales tickets. You may also be required to keep a record of sales.

When customer traffic is slow, participants must be self-motivated toward store maintenance. These duties include but are not limited to:

- * Tag / Price Merchandise
- * Generate Order Recommendations
- * Take Physical Inventory of Stock Items
- * Display Merchandise in Showcases
- * Maintain Inventory Count
- * Clean Jewelry Cases
- * Re-Stock Merchandise that has Sold
- * Clean furniture, floors, shelves and storage spaces.
- * Trash removal as needed
- * Upkeep of Break Room

Overtime rates apply for hours beyond 40 hrs/wk.

The employer prefers non-smokers. Smoking is not allowed on the premises. In an eight to ten hour work day, participants must possess the stamina to work at least four consecutive hours without a break.

Great English skill is required.

Internal Job Type:

Sales Associate

No Students being hired: 5

Age requirement: None

Wage: 13.00/per hour

Details:

Dress Code: Casual

Skagway Jewelry Co LLC - Skagway, Skagway, AK

January 14, 2025

There is no uniform. Employees are to dress professionally; Suits, dresses and skirts or slacks with dress shirts are preferred. Dress shoes are required. A neat, clean and well groomed appearance is required as is good hygiene (shower daily and use deodorant). Heavy colognes and perfumes that customers may be sensitive to are not allowed. Denim is generally not allowed with occasional exceptions on slow Sundays. T-Shirts are not allowed. Clothing must fully cover the midriff as well as any undergarments at all times.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Skagway Jewelry Co LLC - Skagway, Skagway, AK

January 14, 2025

Job Benefits (bonuses, incentives):

Cultural opportunities are available locally and are coordinated by the employer. various approaches is a must.

Is there a Social Security Admin office near you: No

Are you willing to take student to the SSA office?: No

SSA office details:

Address: 709 W 9th St, #231, Juneau, AK 99801
Mon-Fri 11:30AM-4:00PM
Sat/Sun- Closed
Tel: 800-772-1213

Participants will apply for a Social Security card upon arrival in Juneau before they travel to Skagway. (See "Participant Travel" for full travel details.) From Juneau Airport, the participants must take a taxi to the SSA office to get their cards, if there is time to do so that same day. It may be possible to get the cards and depart for Skagway the same day. But they may need to overnight afterwards or even go to the Social Security office the next day, if they arrive too late in the day or on a weekend. If any overnight accommodations in Juneau are required, the owner, Mr. Indresh Chawla, will secure and pay for them. Once in Juneau, participants should provide a Social Security card status update to Mr. Chawla by calling him at tel. 340-626-5928. And if accommodations are needed, Mr. Chawla will tell the participants at what hotel they will stay.

Participant Requirements

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

Friendly demeanor, positive attitude, and trustworthiness.

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

Please Note: Friends and couples are welcome to apply, however, they should not expect to be assigned the same shift or be granted the same days off. The employer is located in somewhat a remote location, any second job opportunities might be limited with hours available and lack of regular public transportation; however, employer offers overtime fairly often.

Are you interested in being a Greenheart Employer?

Yes

No

January 14, 2025

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: The employer-arranged housing will be in apartments.

Addresses: 9th Avenue (there is no house number for this property, which is standard in Skagway.). It's about five minutes' walk from the businesses. Participants will be housed in either a 3 bedroom apartment or studio apartments, depending on preference. In each option, each participant will have their own bedroom, no more than 3 sharing a bathroom.

All apartments have a full kitchen. Participants are required to pay rent directly to employer in cash.

Participants will have their housing address confirmed within 2 weeks after accepting the job offer.

If participants quit or are terminated, they will need to vacate the housing within 5 days.

Address: 9th Ave

City, State, Zip: Skagway, AK 99840

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)? \$550 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? No Not applicable.

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? .5 - 1 mile Not Applicable.

How will the student get to and from work? Walk

What is the approximate ONE WAY travel time to work? 7-8 minutes' walk

What is the approximate ONE WAY travel cost to work? Not applicable.

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

6 of 10
 Last Updated: 3/9/2010

January 14, 2025

Participant Travel to Business

Participant should contact you: Upon boarding: Upon arrival:
Employer's Emergency phone number: 340-626-5928
The store assistant's cell phone.

PLANE

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

Arrival to (city, airport): Juneau International Airport, in Juneau, AK (JNU)

Preferred Arrival Time: No Preference

Will participant be picked up from the airport? Yes No

If so, by who? Manager

How far from the airport is your place of business? 96 miles

Special instructions/comments regarding participant's arrival:

Because of the remote nature of this location, participants need to fly directly to Juneau, Alaska (JNU). From Juneau participants will need to take the ferry or fly to Skagway at their own expense. The ferry costs \$65 and takes 6.5 hours to get from Juneau to Skagway. If the next ferry doesn't come for several days, participants will need to fly from Juneau to Skagway. The cost of the flight is \$150. Participants do NOT need to purchase either of these in advance since the timing is unknown. The cost remains the same if booked the same day or on another day - it doesn't go up on same-day purchase. The employer will provide Juneau lodging at no cost until they travel to Skagway, if overnighing in Juneau is required. Upon arrival to Skagway, a company representative will pick up the participants and take them to their housing.

Participants need to communicate and confirm their travel details with the employer 2 weeks prior to arrival. Email Indresh Chawla at skagwayjewelry@gmail.com.

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

Please provide a brief description of your community:

Skagway Jewelry Co LLC - Skagway, Skagway, AK

January 14, 2025

The population of Skagway is around 920 residents. However, it doubles in the summer to handle the over 900,000 visitors. Skagway has a historical district, which looks like a Hollywood movie set, of about 100 buildings from the gold rush era. Although many of the shops, restaurants and attractions are geared to tourists, there are some that will give you a good flavor of what Alaska is about and are worth a visit.

Skagway has five churches, one library and one financial institution. There are over 200 hotel/motel rooms in nine facilities, including four bed & breakfasts. Skagway is filled with outstanding dining options, abundant shopping, exceptional entertainment and three very fine museums.

Skagway's history and spectacular natural setting create unparalleled sightseeing and recreation opportunities. People can explore on their own, or select from a variety of commercial tours. Either way, there are ample rewards with the sights and activities available.

Is there anything special that students should bring?

Participants should bring clothing for cool temperatures as it doesn't get very hot in Skagway. They should bring hiking shoes, outdoor gear and a camera.

What are the seasonal temperatures?

Spring: 28-57 F

Summer: 48-64 F

Fall: 29-56 F

Winter: 21-34 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:

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8 of 10
 Last Updated: 3/9/2010

Skagway Jewelry Co LLC - Skagway, Skagway, AK

January 14, 2025

Hiking trails, Klondike Gold Rush National Historic Park, scenic train rides, zip-lining, Davidson Glacier, Reid Falls, Skagway Museum, Jewel Gardens, White Pass, The Days of 98 Show, dog sledding adventures, wildlife viewing and many other activities. Please see the websites below to see more of the opportunities and to see how beautiful Skagway is.

Most everything is in walking distance but there is public transportation available for \$2.00 a ride, or \$5.00 for an all day pass. <https://skagwayshoretours.com/smart-bus/>

The employer coordinates activities on a regular basis at the end of the month and when the ships are not in port. Examples might be hiking trips, having international dinners with all the participants bringing a dish from their culture and more.

List of interesting area websites:

<http://skagway.com/>

<https://www.travelalaska.com/Destinations/Communities/Skagway.aspx>

<https://wpyr.com/>

<http://www.skagwaychamber.org/>

https://www.huffingtonpost.com/chuck-mirarchi/5-must-sees-in-skagway-al_b_5628238.html

<https://skagwayshoretours.com/10-free-or-cheap-things-to-do-in-skagway/>

Is there wireless internet available?

WiFi is available at the Skagway Public Library:
769 State St, Skagway, AK 99840

Additional Comments:

Skagway is a beautiful town with friendly locals and lots of outdoor activities during summer. There are lots of seasonal employees from different parts of the US and from around the world working there.

If participants experience issues applying for their Social Security card and are required to return to the office in Juneau, the employer will pay for their transportation either by ferry or airplane.

Participants will be interacting with Americans at work and on their time off. For additional cultural opportunities participants are recommended to join the Greenheart Club: <https://greenheartclub.org/resources/volunteering>. Please also see our Greenheart Cultural Flyers: <https://greenheartclub.org/resources/volunteering> and check-out <http://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 J-1 SWT program participants can be found here: <http://www.greenheartexchange.org/work-travel-regulations/>.

Please feel free to attach any other additional information.

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9 of 10
Last Updated: 3/9/2010

Skagway Jewelry Co LLC - Skagway, Skagway, AK

January 14, 2025

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10 of 10
Last Updated: 3/9/2010