



# Greenheart

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

Sun Outdoors Petoskey Bay Harbor, Petoskey, MI  
November 8, 2024

### Employer Information

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<b>Company Name:</b> Sun Outdoors Petoskey Bay Harbor	<b>Website:</b> <a href="https://www.sunrvresorts.com/resorts/midwest/michigan/petoskey/">https://www.sunrvresorts.com/resorts/midwest/michigan/petoskey/</a>
<b># of Employees:</b> 8	<b>Phone Number:</b> 231-348-2400
<b>Industry Name:</b> Camp/Outdoor Work	<b>Fax Number:</b> Not Applicable
<b>Primary Address:</b> 5505 Charlevoix Avenue Petoskey, MI 49770	<b>Email Address:</b> <a href="mailto:tbrossy@suncommunities.com">tbrossy@suncommunities.com</a>
<b>Billing Address:</b> 27777 Franklin Road Suite 200 Southfield, MI 48304	<b>Status:</b> Employer Review
<b>Site of Activity:</b> Sun Outdoors Petoskey Bay Harbor 5505 Charlevoix Avenue Petoskey, MI 49770	<b>Contact Name:</b> Tyler Bossy
	<b>Contact Title:</b> Team Leader, Team Relations
	<b>Alternate Contact:</b> Chris Weidman
	<b>Alternate Title:</b> RV Resort Manager
	<b>Alternate Phone:</b> 231-348-2400
	<b>Hiring Manager Email:</b> <a href="mailto:cweidman@suncommunities.com">cweidman@suncommunities.com</a>
	<b>Participant Supervisor</b>
	<b>Email:</b> <a href="mailto:cweidman@suncommunities.com">cweidman@suncommunities.com</a>
	<b>FEIN:</b> 38-2730780
<b>Workers Comp</b>	<b>Policy #:</b> UB-0L467434-23-51-K
	<b>Carrier:</b> Travelers Insurance

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**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:
5/15/2025	5/24/2025	9/1/2025	9/24/2025	2

Hours: Average hours/week: 30-40

Average number of 5 days/week:

Pay Range: High: \$14.00/per hour

Low: \$14.00/per hour

Overtime: Overtime available: Sometimes

Overtime hourly rate: 1.5 times the hourly rate

Meals: Are Meals Provided?: No

Explain: Resort Manager occasionally provides pizza or other meals for the resort team. However, day-to-day meals are not provided.

English: Level requirement: Good

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? September

**Please Explain:** Participants can expect approximately 40 hours per week on average. During busy times, such as July and August, there is potential for more hours. Participants will not exceed 50 hours per week.

How often do you pay employees?

Twice a month

Is job training required?

Yes  No

If yes, how long is it?

7-10 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?

2

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!**

Sun Outdoors Petoskey Bay Harbor, Petoskey, MI

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**Job Type:** Housekeeping

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

Participants will be cleaning resort cottages between 200-400 square feet. Participants will be doing less than 2% of laundry duties. Participants will be using cleaning chemicals in this role.

Participants will be expected to speak Great English.

This is a link where participants can look at the rooms they will clean.  
<https://www.sunoutdoors.com/michigan/sun-outdoors-petoskey-bay-harbor>

**Internal Job Type:** Resort Housekeeper

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 14.00/per hour

*Details:*

**Dress Code:** Uniform

A Sun Outdoors t-shirt will be provided for free. Participants must supply their own black slacks and close-toes shoes for work.

Requirements:

*Non-smoker:*

*Ski:*

*Swimmer:*

*Lifeguard Certified:*

*CPR Certified:*

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

Transportation at times is provided by the resort manager. Participants will receive free utilities, WiFi, laundry, and will be able to participate in many activities and concerts at the resort. Resort Manager also occasionally provides pizza or other meals for the resort team. However, day-to-day meals are not provided.

**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 closest Social Security Administration office is in Petoskey, MI which is about 10 minutes away.

Resort Manager is willing to take participants to the office at no cost.

308 State Street  
Suite 8,  
Petoskey, MI 49770  
Phone: 800- 772-1213

Hours -

Monday: 9:00am - 4:00pm  
Tuesday: 9:00am - 4:00pm  
Wednesday: 9:00am - 12:00pm  
Thursday: 9:00am - 4:00pm  
Friday: 9:00am - 4:00pm  
Saturday: Closed  
Sunday: Closed

Sun Communities will not permit participants to start working until they have supplied HR (Human Resources) with their Social Security Application receipts. Participants should be aware of this prior to arrival and take the proactive steps to become Active in SEVIS as soon as possible so that they can begin work.

**Participant Requirements**

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

Dependable, hardworking, and willing to learn.

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

Participants will be required to work directly with the program leaders to submit the appropriate identification documents and complete onboarding paperwork prior to and upon arrival to the resort. The identification documents will include the participant's Visa, Passport, DS-2019 form, most recent copy of their I-94, their Social Security Number (SSN) card and/or a receipt for application of a social security number from the nearest Social Security Office. The company specific onboarding documents will include a team member summary, housing agreement, W4 form, a handbook acknowledgement form, etc. In addition, the participant will be required to complete a series of orientation/training videos. The participant should expect to begin the onboarding process soon after receiving an offer of employment from the resort. The request to begin this process will be received via the participant's personal email address provided within GEO.

Participants will be required to complete this process and receive confirmation from HR, prior to beginning work at the resort.

Sun Communities will not permit participants to start working until they have supplied HR (Human Resources) with their Social Security Application receipts. Participants should be aware of this prior to arrival and take the proactive steps to become Active in SEVIS as soon as possible so that they can begin work.

**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](#)

## 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:** No cost for housing. Participants will be housed in a 5th wheel. The 5th wheel has two sleeping areas, one queen bed and a bunk bed area with two twin beds. The unit will be fully furnished with a kitchen, all necessary cookware and dishes, a bathroom, living area, water, electricity, A/C, heat, WiFi, and cable television.

\*\*Please note co-ed housing is not permitted.

If a participant resigns they need to vacate housing within 24 hours as resignations are pre-planned so they are responsible for making their own arrangements. In the event of a termination, the time frame to vacate housing will be reviewed on a case by case basis.

**Address:** 5505 Charlevoix Avenue Site 91 **City, State, Zip:** Petoskey, MI 49770

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)? \$0 per day

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

Participants should come with one month's worth of living money for initial travel, groceries, and activities, as per the program regulations.

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? Onsite Not applicable

How will the student get to and from work? Walk

What is the approximate ONE WAY travel time to work? 2 minutes

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

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## Participant Travel to Business

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Participant should contact you: Upon boarding:  Upon arrival:   
Employer's Emergency phone number: 269-903-9117  
Chris's cell phone

### PLANE

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

**Arrival to (city, airport):** Pellston, MI (PLN) or Traverse City, MI (TRV)

**Preferred Arrival Time:** Morning

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

**If so, by who?** Resort Manager -Chris

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

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

Before departing their home countries, participants should call Sun Outdoors Petoskey Bay Harbor with their flight number, arrival date and arrival time at 269-903-9117. Participants should call after landing at the airport as well. The Resort Manager will pick up participants at either airport, at any time, as long as participants provide ample notice and contact the Resort Manager at time their ticket is purchased.

### BUS

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

**Arrival to (city, station):** Petoskey MI,

**Preferred Arrival Time:** Morning

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

**If so, by who?** Resort Manager

**How far from the station is your place of business?** 10 miles

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

Before boarding participants should call Sun Outdoors Petoskey Bay Harbor with their flight number, bus information, arrival date and arrival time at 269-903-9117. The Resort Manager will pick up participants at the bus station at any time as long as participants provide ample notice and contact the Resort Manager at time their ticket is purchased.

Petoskey, Michigan, is located about 185 miles from Grand Rapids, Michigan, 270 miles from Detroit, Michigan, and 290 miles from Green Bay, Wisconsin by car.

## 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:**

Greenheart Exchange

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA  
Tel: 312.944.2544 | Fax: 312-577-0692 | Website: [www.greenheart.org](http://www.greenheart.org) | Email: [employer@greenheart.org](mailto:employer@greenheart.org)

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**Sun Outdoors Petoskey Bay Harbor, Petoskey, MI**

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Petoskey is located in the heart of northern Michigan, and is located approximately 1.5 hours from Traverse City, MI. Petoskey provides many tourist opportunities and is a very busy area, seasonally. Shopping and restaurants are readily available downtown and is within 10 minutes of the resort.

**Is there anything special that students should bring?** Participants should bring close-toed shoes/sneakers and black slacks or dress pants as these are required for work. Participants should prepare for warm weather and bring swim suits, sandals, t-shirts, shorts, etc.

**What are the seasonal temperatures?**

**Spring:** 50 degrees F

**Summer:** 90 degrees F

**Fall:** 45 degrees F

**Winter:** 10 degrees F

**What is near work?**

<b>Transportation Depot:</b>		On foot		In town / by public transport		Requires a car	✓	N/A
<b>Food/Super Market:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Shopping Mall:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Post Office:</b>	✓	On foot		In town / by public transport		Requires a car		N/A
<b>Bank:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Public Library:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Movie Theater:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Restaurants:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Fitness Center/Gym:</b>	✓	On foot		In town / by public transport		Requires a car		N/A
<b>Sports/Recreation Facility:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Nightlife:</b>		On foot		In town / by public transport	✓	Requires a car		N/A
<b>Laundromat:</b>	✓	On foot		In town / by public transport		Requires a car		N/A
<b>Internet Access:</b>	✓	On foot		In town / by public transport		Requires a car		N/A

**Indicate other nearby activities:**

There are many outdoor activities in Petoskey such as fishing, hunting, and golfing, in addition to trails for walking, hiking, and biking. Other attractions include a nearby casino as well as cinemas and live music venues both in and outside the resort. During the summertime many different festivals occur.

If participants are interested in travelling on their time off, Traverse City is about 1.5-hours away via bus (cost for day trip is around \$18 on the Greyhound <https://www.greyhound.com/>).

Additionally, Mackinaw City is about 1-hour North via bus (cost for day trip is around \$11 on the Greyhound <https://www.greyhound.com/>) and participants can take a ferry boat from Mackinaw City and visit Mackinac Island (\$27 for round trip on the Star Line Mackinac Island Ferry on <https://www.mackinacferry.com/>).

**List of interesting area websites:**

**Greenheart Exchange**

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA  
Tel: 312.944.2544 | Fax:312-577-0692 | Website: [www.greenheart.org](http://www.greenheart.org) | Email: [employer@greenheart.org](mailto:employer@greenheart.org)



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<https://www.michigan.org>  
<https://www.michamber.com>  
<http://www.petoskeychamber.com>  
<https://www.petoskey.com>  
<https://www.sunoutdoors.com/michigan/sun-outdoors-petoskey-bay-harbor>

**Is there wireless internet available?**

Yes, WiFi is available at the resort.

**Additional Comments:**

Participants will be driven to the grocery store. 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 participant's 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.***

Sun Outdoors Petoskey Bay Harbor, Petoskey, MI

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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.

*Tyler Brossy*

\_\_\_\_\_  
**Authorized EMPLOYER Representative's Signature:**

Team Leader

\_\_\_\_\_  
**Authorized EMPLOYER Representative's Title:**

Sun Communities

\_\_\_\_\_  
**Name of EMPLOYER Company:**

11/8/2024

\_\_\_\_\_  
**Date:**

**Greenheart Exchange**

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA  
Tel: 312.944.2544 | Fax: 312-577-0692 | Website: [www.greenheart.org](http://www.greenheart.org) | Email: [employer@greenheart.org](mailto:employer@greenheart.org)

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