Greenheart

Work and Travel Program - Employer Information W_T-Summer 2027

Twin Orchard Country Club, Long Grove, IL
October 22, 2026

Employer Information

Company Name: Twin Orchard Country Club
# of Employees: 100
Industry Name: Resort/Country Club/Casino/Ranch
Primary Address: 22353 N Old McHenry Rd
Long Grove, IL 60047
Site of Activity: Twin Orchard Country Club
22353 N Old McHenry Rd
Long Grove, IL 60047

Website: www.twinorchardcc.org
Phone Number: 847-634-3800 ext. 286
Fax Number: 847-634-0324
Email Address: kregan@twinorchardcc.org
Status: Employer Review
Contact Name: Karen Regan
Contact Title: General Manager
Alternate Contact: Miquel Jauregui
Alternate Title: Food and Beverage Manager, Assistant
Alternate Phone: 847-634-3800
Hiring Manager Email: kregan@twinorchardcc.org
Participant Supervisor Email: Fecheverria@twinorchardcc.org
FEIN: 36-1888960

Workers Comp
Policy #: TWC4690081
Carrier: Technology Insurance Company

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:

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5/15/2027	6/15/2027	9/7/2027	9/15/2027	16

Hours: *Average hours/week:* 35 *Average number of days/week:* 6

Pay Range: *High:* $16.00/per hour *Low:* $16.00/per hour

Overtime: *Overtime available:* Sometimes *Overtime hourly rate:* One and a half times the hourly rate

Meals: *Are Meals Provided?:* Yes *Explain:* Breakfast (self-serve); lunch and dinner are provided at no charge in the employee cafeteria; Tuesday thru Sunday as Club is typically closed on Mondays.

Participants are responsible for their own meals on Mondays.

Please Note: Employer provides these free meals on a pre-set menu.
The host is doing their best to accommodate a variety of dietary needs, however participants with strict restrictions or preferences may need to occasionally supplement meals at their own cost.

Details will be provided at orientation.
Participants are always encouraged to bring questions to their manager.

English: *Level requirement:* Excellent

In what month(s) can participants expect to receive the <u>most</u> hours? June, July, August, September

In what month(s) can participants expect to receive the <u>least</u> hours? May

Please Explain:

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The employer's business remains consistent throughout the summer season. Business starts to pick up in mid to late May and remains steady from Memorial Day, the last week of May, through Labor Day, the first week of September. Summer business declines gradually after the first week of September.

Participants can expect to receive at least 35 hours/week for the duration of their programs.

The employer expects all participants to work through their DS-2019 End Dates.

How often do you pay employees?	Twice a month	
Is job training required?	✔ **Yes**	☐ **No**
If yes, how long is it?	Approximately 2 weeks	
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!

Job Type: Busser

Job Description:

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Excellent English is required given the high level of guest contact.

The job necessitates an outgoing, friendly personality, and it is of utmost importance that participants can work together in a team to achieve goals.

IMPORTANT: Must have the strength to carry a30 lb (14kg) tray of food 50 meters from the kitchen to a dining area on a regular basis

Primary job duties of the Bus Attendant (sometimes called a Bus Boy) include:
• Carrying trays for the team
• Working closely with Servers and Back Servers
• Resetting tables
• Bringing water and introductory foods (bread etc.) to the table when guests first sit down
• Clearing tables, taking dirty dishes to the dishwasher, setting empty tables
• Bus Attendants do all assistant activities including taking out the trash, shining cutlery, refilling water pitchers and restocking dinnerware and utensils.
• Maintain neat and orderly work stations.
• Assist Servers and Back Servers when appropriate
• Other duties as assigned

Bus Attendant work at the Main Dining Room for lunch and dinner with a long break in between sittings: typically 10am-2pm then 5pm -10pm.
They will also serve at banquets and special events. Participants may rotate to our golf course snack bar or pool snack bar as needed.

No cell phone use while working and no smoking when working or on breaks.

Participants may also be asked to do some light cleaning and, if so, will come into contact with cleaning chemicals.

Internal Job Type: Bus Attendant

No Students being hired: 3

Age requirement: None

Wage: 16.00/per hour

Details:

Dress Code: Uniform

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The employer will provide participants with uniform shirts or tops, at no additional cost, to wear at all times while they are on shift.

Participants are required to bring their own black dress pants and black dress shoes to wear while on shift in the work service area.
Long, black dress pants are required.
Black dress shorts are allowed only if working outdoors,
Jeans are not allowed.

Only black non-slip, close-toed dress shoes are allowed.

Additional notes on Shoes:
Athletic shoes are not allowed, and sandals or open-toed shoes are not allowed.
Host recommends leather shoes as they are waterproof.

If participants have questions about what pants or shoes to bring with them, they can email Felix Echeverria at fecheverria@twinorchardcc.org

Requirements:	*Non-smoker:* ☐	*Lifeguard Certified:* ☐
	Ski: ☐	*CPR Certified:* ☐
	Swimmer: ☐	

Job Type: Server

Job Description:

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The job necessitates an outgoing, friendly personality, and it is of utmost importance that participants can work together in a team to achieve goals.

IMPORTANT: Must have the strength to carry a30 lb (14kg) tray of food 50 meters from the kitchen to a dining area on a regular basis

Primary job duties of the Back Server include:
• Carrying trays for the team
• Working closely with Servers
• Ensuring that all food and beverage orders are delivered to customers
• Employees do all assistant activities including taking out the trash, shining cutlery, refilling water pitchers and restocking dinnerware and utensils.
• Assist Servers and Bus Attendants when appropriate
• Other duties as assigned

Back Servers work at the Main Dining Room for lunch and dinner with a long break in between sittings: typically 10am-2pm then 5pm -10pm.
They will also serve at banquets and special events. Participants may rotate to our golf course snack bar or pool snack bar as needed.

Excellent English is required given the high level of guest contact.
No cell phone use while working and no smoking when working or on breaks.

Participants may also be asked to do some light cleaning and, if so, will come into contact with cleaning chemicals.

Internal Job Type: Back Server

No Students being hired: 5

Age requirement: None

Wage: 16.00/per hour

Details:

Dress Code: Uniform

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The employer will provide participants with uniform shirts or tops, at no additional cost, to wear at all times while they are on shift.

Participants are required to bring their own black dress pants and black dress shoes to wear while on shift in the work service area.
Long, black dress pants are required.
Black dress shorts are allowed only if working outdoors,
Jeans are not allowed.

Only black non-slip, close-toed dress shoes are allowed.

Additional notes on Shoes:
Athletic shoes are not allowed, and sandals or open-toed shoes are not allowed.
Host recommends leather shoes as they are waterproof.

If participants have questions about what pants or shoes to bring with them, they can email Felix Echeverria at fecheverria@twinorchardcc.org

Requirements:	*Non-smoker:* ☐	*Lifeguard Certified:* ☐
	Ski: ☐	*CPR Certified:* ☐
	Swimmer: ☐	

Job Type: Server

Job Description:

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Excellent English is required given the high level of guest contact.

The job necessitates an outgoing, friendly personality, and it is of utmost importance that participants can work together in a team to achieve goals.

IMPORTANT: Servers must have the strength to carry a15 lb (7kg) tray of food 50 meters from the kitchen to a dining area on a regular basis.

Primary job duties include:
• Taking food and beverage orders
• Placing orders using a touch screen Point of Sales (POS) system
• Ensuring that all food and beverage orders are delivered to customers
• Ensuring the overall satisfaction of club members and their guests
• Employees do all assistant activities including taking out the trash, shining cutlery, refilling water pitchers and restocking dinnerware and utensils.
• Assist Back Servers and Bus Attendants when appropriate
• Other duties as assigned

Servers work at the Main Dining Room for lunch and dinner with a long break in between sittings: typically 10am-2pm then 5pm -10pm.
They will also serve at banquets and special events. Participants may rotate to our golf course snack bar or pool snack bar as needed.

No cell phone use while working and no smoking when working or on breaks.

Participants may also be asked to do some light cleaning and, if so, will come into contact with cleaning chemicals.

Internal Job Type: Server

No Students being hired: 8

Age requirement: None

Wage: 16.00/per hour

Details:

Dress Code: Uniform

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The employer will provide participants with uniform shirts or tops, at no additional cost, to wear at all times while they are on shift.

Participants are required to bring their own black dress pants and black dress shoes to wear while on shift in the work service area.
Long, black dress pants are required.
Black dress shorts are allowed only if working outdoors,
Jeans are not allowed.

Only black non-slip, close-toed dress shoes are allowed.

Additional notes on Shoes:
Athletic shoes are not allowed, and sandals or open-toed shoes are not allowed.
Host recommends leather shoes as they are waterproof.

If participants have questions about what pants or shoes to bring with them, they can email Felix Echeverria at fecheverria@twinorchardcc.org

Requirements:	*Non-smoker:* ☐	*Lifeguard Certified:* ☐
	Ski: ☐	*CPR Certified:* ☐
	Swimmer: ☐	

Job Benefits (bonuses, incentives):

NOTE: As outlined, the host is not willing to hire couples. Groups of friends are encouraged to apply, however host cannot ensure the same shifts or rooming requests.

• The club offers free housing and 3 free meals a day in the employee cafeteria. Tuesday thru Sunday as Club is typically closed on Mondays.

• Golf Outings are reserved for Mondays. Working on Mondays, employees receive one and a half times the hourly rate.

• Participants are eligible to receive a seasonal bonus based on performance and fulfilling their contracted arrival and departure dates.

• The club reimburses participants for transportation from the airport upon arrival.

• The club schedules fun events including visits to Six Flags, Shopping Malls, the Beach, staff picnics etc.

Details will be provided at orientation. Participants are always encouraged to bring questions to their manager.

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 provide participants with transportation to and from the Social Security office in Waukegan at no cost.

The Social Security office is located approximately 25 miles away at:
1930 N Lewis Ave
Waukegan, IL 60087

Phone: 1-800-772-1213

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

Details will be provided at orientation. Participants are always encouraged to bring questions to their manager.

Participant Requirements

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

- Friendly and outgoing personality
- Team player
- Hard working

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

Upon arrival, participants must complete the Twin Orchard's internal employee applications and must read and sign a copy of Twin Orchard's employee handbook and house rules.

PLEASE NOTE: Twin Orchard Country Club is located in a small, somewhat remote community.
In addition, employees are often assigned split shifts, with part of the shift being in the morning and the other part being in the afternoon.
For these reasons, it may be difficult for participants to find a second job in the area.

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

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 dormitory, located onsite in the same building where participants will be working.
One wing of the dormitory is for males and one wing is for females. Two or three participants are assigned to each bedroom; each will have their own single bed.

Male and female participants will not be allowed to share rooms.
Roommate requests will be accommodated if feasible.

The dormitory has shared bathrooms; separated by gender.
While there is no full kitchen, participants have access to the employee cafeteria.
The cafeteria serves 2 free meals each day.
There is a refrigerator and microwave for use. Food is NOT allowed in rooms.

The housing includes:
• Free WiFi internet
• A common room with a TV
• Washers, dryers and irons
• Security

If a participant is fired or quits their job before their DS-2019 End Date, the employer reserves the right to give participants a 24-hour notice to leave their housing.
The employer will, however, treat any issues case-by-case.

Address: 22353 N Old McHenry Rd **City, State, Zip:** Long Grove, IL 60047

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)? $0.00 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? Yes (upon arrival)

Participants are not required to pay rent, however a $350 non-refundable, housing fee must be paid within 30 days of first day of work.
This fee is deducted automatically out of the 2nd paycheck.

As noted: This fee is not refundable.

Housing Fee is used for a deep clean and restoration the dorm rooms.

The employer expects that participants will leave their housing upon departure in the same condition it was given to them at the beginning of the season.

The employer does reserve the right to conduct weekly housing inspections throughout the season. The goal of housing inspections is to ensure that participants are properly cleaning and maintaining their housing. The employer will give notice prior to inspection.

As listed above:
If a participant is fired or quits their job before their DS-2019 End Date, the employer reserves the right to give participants a 24-hour notice to leave their housing. The employer will, however, treat any issues case-by-case.

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 — Upstairs, in the same building where participants will be working.

How will the student get to and from work? Walk

What is the approximate ONE WAY travel time to work? Less than 5 minutes

What is the approximate ONE WAY travel cost to work? $0.00

Participant Travel to Business

Participant should contact you: Upon boarding: ☐ Upon arrival: ☑

Employer's Emergency phone number: 847-275-5196

Felix Echeverria's cell phone

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☑ **PLANE**

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

Arrival to (city, airport): O'Hare International Airport (ORD)

Preferred Arrival Time: No Preference

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

If so, by who? Not applicable.

How far from the airport is your place of business? 15 miles

Special instructions/comments regarding participant's arrival:

Participants should arrive to O'Hare International Airport, located approximately 15 miles from the club. From the airport, take an Uber or a taxi to the Twin Orchard Country Club at address:
22353 Old McHenry Road, LONG GROVE.
NOTE: Please make sure the address is correct in the directions to the driver: Long Grove (not Lake Zurich)

The approximate cost would be $50 per vehicle, and the Club will reimburse participants for this cost. Participants will be required to provide their manager with a receipt within the 10 days of arrival. Details will be provided at orientation. Participants are always encouraged to bring questions to their manager.
IMPORTANT - Receipt REQUIRED - If NO receipt is provided, participants will NOT be reimbursed.

Monday arrivals are preferred. Participants must contact the employer with their travel plans at least 2 weeks PRIOR to their departure from their home countries.
Contacts:
F&B Director: Felix Echeverria at fecheverria@twinorchardcc.org or (WhatsApp) +1-847-275-5196
F&B Manager, Assistant: Miguel Jauregui at mjauregui@twinorchardcc.org or (WhatsApp) +52-386-103-7236

If at any time participants' travel arrangements change or are delayed, they must contact Felix immediately at fecheverria@twinorchardcc.org.

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? Small Town — Far suburb of Chicago; rural setting

Please provide a brief description of your community: Long Grove is a charming and historic small town located 40 miles north of Chicago in northern Illinois. The town is popular for its relaxed pace and interesting mix of local shops, restaurants, art, entertainment and weekend festivals.

There are trains to Chicago, but a taxi or ride to the train station is required as the closest stations are about 5 miles away from the employer.

Is there anything special that students should bring?

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The employer recommends that participants bring casual summer clothing and work clothes; see uniform description for other work clothes requirements.

Overall notes for work clothes:
Participants are required to bring their own black dress pants and black dress shoes to wear while on shift in the work service area:
-Only long black dress pants or shorts are allowed.
-Only black non-slip, close-toed dress shoes are allowed.
Shoes:
-Athletic shoes are not allowed, and sandals or open-toed shoes are not allowed.
- Host recommends leather shoes as they are waterproof.

Weather in the area does vary!
Participants might also want to bring a bathing suit for swimming, a light jacket or sweater for when it gets cool in the evenings, and comfortable shoes.

What are the seasonal temperatures?

Spring: Not applicable **Summer:** 70-95 degrees F

Fall: Not applicable **Winter:** Not applicable

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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In addition to taking advantage of the shops, restaurants and art in Long Grove, participants can take a train from the Metra train station (about 6 miles from Long Grove) to Chicago. See details at https://metrarail.com/maps-schedules/train-lines/MD-N/map

Chicago, located on Lake Michigan in the state of Illinois, is a large, vibrant and cosmopolitan city. Its location is ideal for travel, tourism and international business. Chicago is very much an international city. It is home to more than 26 ethnic groups which collectively speak more than 100 languages.

Chicago offers all types of dining/cuisine options, shopping, nightlife, cultural events, neighborhood festivals, movie theaters, beaches and outdoor activities such as swimming, biking and running along the lake. Chicago also has a free zoo, Lincoln Park Zoo, many beautiful parks, and world class museums.

Please note: visiting Chicago requires advanced planning and is an all-day excursion.

List of interesting area websites:

http://www.twinorchardcc.org
http://longgrove.org
https://www.choosechicago.com
http://tourismchicago.org
http://www.choosechicago.com

Is there wireless internet available?

Yes. Free WiFi is available in the dormitory to use with one's personal devices.

Free WiFi is also available in various coffee shops, cafes, and some restaurants around the area. When accessing free WiFi in a coffee shop or cafe it is customary to purchase a menu item.

The public library sometimes has has desktop computers available for visitors to use. The closest library is:

Ela Area Public Library
275 Mohawk Trail
Lake Zurich, IL 60047
Phone: +1-847-438-3433
Website: https://eapl.org

Additional Comments:

Notes on Housing:
• As housing is located onsite, the information of "What is near work?" applies to the housing.

• Dormitories are in the main building, just above the worksite location; please refer to the housing contract for rules to respect the balance of privacy for residents and respect for the business.

• Food is NOT allowed in rooms. However, in the shared kitchen area, a refrigerator, microwave and cabinets are available for dormitory residents' use.

• Weekly housing inspections will be conducted throughout the season.
The goal of housing inspections is to ensure that participants are properly cleaning and maintaining their housing.

• As noted, housing is free, however a $300 housing fee must be paid within 30 days of first day of work. This fee is deducted automatically out of the 2nd paycheck. This fee is not refundable.

• The employer expects that participants will leave their housing upon departure in the same condition it was given to them at the beginning of the season.

• If a participant is fired or quits their job before their DS-2019 End Date, the employer reserves the right to give participants a 24-hour notice to leave their housing. The employer will, however, treat any issues case-by-case.

Additional notes:
NOTE: As outlined, the host is not willing to hire couples.
• Groups of friends are encouraged to apply, however host cannot ensure the same shifts or rooming requests.

• The club offers FREE housing and 2 free meals a day in the employee cafeteria. Tuesday thru Sunday as Club is typically closed on Mondays.
Typically, however, some simple breakfast items may be made available throughout the season; for example, bagels, cereal; fruit.

• Golf Outings are reserved for Mondays. Working on Mondays, employees receive one and a half times the hourly rate.

• Participants are eligible to receive a seasonal bonus based on performance and fulfilling their contracted arrival and departure dates.

• The club reimburses participants for transportation from the airport upon arrival.
Participants will be required to provide their manager with a receipt within the 10 days of arrival. Details will be provided at orientation. Participants are always encouraged to bring questions to their manager.

• The club schedules fun events including visits to Six Flags, Shopping Malls, the Beach, staff picnics etc.

NOTE: Local transportation is commonly by bicycle. As with any bicycle purchase or use, please ensure that the brakes are in good working order. Also, consider purchasing a helmet, light, and lock. Participants are also expected to review the Bike Safety information listed in their GEO account under Participant Resources.

The average number of hours per week listed in this agreement is based on normal business needs. Because this is seasonal work, hours may change during the program. The number shown is a weekly average for the full program, not a guaranteed number of hours each week.

Hours may sometimes be lower. This can happen due to personal reasons (such as schedule requests or illness) or outside factors like weather (very hot or cold temperatures, low snowfall, natural disasters), transportation issues, or changes in business needs. In these situations, the host organization will try to distribute available hours fairly based on role, performance, and availability.

Participants are expected to be available for a flexible work schedule. This may include evenings, weekends, and holidays. Schedules and shift lengths may change depending on business needs.

Participants are expected to work until the end date listed on the DS-2019 form. If a participant needs to leave early, at least two weeks' notice is encouraged (with university documentation if applicable). Leaving early may affect eligibility for certain benefits.

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 two weeks from the time that they end their position to secure permanent housing that complies with Greenheart Exchange's Housing Guidelines and submit a Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. Participant's failure to submit a SAJO within a two-week timeframe will result in shortening the participant's program sponsorship.

If Greenheart Exchange rejects SAJO, the participant has 1 business day to resubmit SAJO in accordance with instructions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can

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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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