



Momentum of Charlevoix - Store Associate

HOST INFORMATION

Company Description:

Momentum Charlevoix is a retail company located in Northern Michigan and offers a unique small-town American experience. The summer climate is pleasant, sunny and a comfortable 65–80°F during the daytime hours. This makes it comfortable for many outdoor activities like boating, swimming, hiking, and beach days are common on Lake Michigan and nearby Lake Charlevoix. The work environment is professional, team-oriented, and guest-focused. You will have many interactions with American coworkers and guests. Access to nature, beaches, and outdoor recreation. Employees are expected to provide friendly, high-quality service to visitors, many of whom are tourists. Because Charlevoix is a smaller town, students often build close friendships with coworkers and other international participants. It is an excellent opportunity for students who enjoy nature, community life, and working in a team-focused environment.

Host Website: <https://www.momentumoutfitters.com/>

Site of Activity: Momentum of Charlevoix

Parent Account Name: Michael Enterprises Inc.

Host Address: 305 Bridge St Charlevoix , Michigan , 49720

Nearest Major City: Traverse City , Michigan , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

The Retail Sales Associate is responsible for delivering exceptional customer service, maintaining store standards, and driving sales performance. This role involves assisting customers with product selection, processing transactions, and ensuring a positive shopping experience.

Typical Schedule:

Monday through Saturday, 9am to 9pm

Seasonal changes to job duties or available hours: Yes

Friday and Saturday hours will run later if there is a festival or event.

Drug Test required: No

COMPENSATION

Hourly Wage: \$20

Eligible for Tips: No

Estimated weekly wages including tips: \$800

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 45

Estimated minimum number of hours per week: 38

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Peak weeks, Festivals and events.

Average number of hours per week reached by last year's seasonal employees: 45

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounts and lunch provide on occasion

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Lifting or moving boxes to access merchandise and carry upstairs to stock the racks and shelves.

Standing for entire shift

Need to wear uniform: No

Dress Code: Yes

Description:

Comfortable, relaxed and overall neat appearance. T-shirts without slogans are acceptable. No tank tops, crop or low-cut tops. Clean denim or khakis. Shorts are acceptable at an appropriate length. Avoid sweatpants, extremely distressed denim very short skirts or shorts. Closed toe shoes are a must.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Working at Momentum for the summer offers a unique blend of vibrant tourism-driven employment in retail, alongside access to Great Lakes beaches, trails, hiking and outdoor festivals and activities. Employees benefit from a scenic, relaxed environment and opportunities to gain valuable experience.

Local Cultural Offering:

Charlevoix offers many fun activities throughout the summer including live concerts, festivals, and sporting events.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Amenities: TV, internet, refrigerator, bedding/linen provided, microwave, utensils, shared bath, air conditioning, washer and dryer.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Spectrum internet

Phone Service: Yes

Description:

Cellular service is very good at housing location.

Kitchen facilities: Yes

Description:

Stove, oven, refrigerator, microwave, dishes & utensils, coffee maker and sink.

Laundry facilities: Yes

Description:

Washer and dryer onsite.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Employee and Female only housing.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Worksite is on lower level.

ARRIVAL INFORMATION

Arrival Instructions:

Employer suggests flying into Cherry Capital Airport (TVC) for students.

Employer will be available to pick up students at the arrival's terminal or meet them inside. The travel time from Cherry Capital Airport to housing/employer location is 45 minutes. Students MUST email their arrival information to Laura Martin at laura@woodchart.com or 231-838-7218 at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.

Suggested Arrival Airport:

Cherry Capital Airport, TVC, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn

1000 US 31 North

Traverse City, Michigan 49686

<https://www.hilton.com/en/hotels/tvclmhx-hampton-traverse-city/?msocid=0c4c49d3ea6462810f205d95eb4f631a>

(855) 605-0317

\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

We can provide directions to help arrange transportation to the nearest Social Security office.

Nearest SSA Office: Petoskey, Michigan, Less than 25 miles

Other:

Wage Payment Schedule:

Participants will receive a semi-weekly direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Grooming standards include a clean, neat appearance. Natural-looking makeup (if worn), hair is kept tidy and clean. Minimal tattoos/piercings.

Second Job Availability: No, unlikely

Applicable Company Policies:

General job conditions include:

- *Arriving on time and ready to work each scheduled shift.*
- *Perform assigned duties professionally and respectfully.*
- *Follow instructions from supervisors and managers.*
- *Follow all posted safety guidelines*
- *Emergency procedures and contact numbers will be provided during orientation.*

Professional Conduct:

- *Maintain respectful behavior toward coworkers, supervisors, customers, and housing mates.*
- *Participants must comply with all local, state, and federal laws.*
- *Harassment, discrimination, bullying, or disruptive behavior is not tolerated.*

Cell Phone Policy:

- *Personal cell phone use is not permitted during work hours unless on an approved break.*
- *Phones must be stored away while working.*
- *Using phones in customer-facing areas is typically prohibited.*

Smoking & Vaping Policy:

- *Smoking and vaping are prohibited inside buildings and designated non-smoking areas.*
- *Smoking is only allowed in approved outdoor areas during scheduled breaks.*
- *Housing facilities are smoke-free and vape-free indoors and in corridors.*
- *Smoking inside housing rooms may result in fines, cleaning fees, or eviction.*

Scheduling & Attendance Policies:

- *Schedules are typically posted weekly.*
- *Participants are responsible for checking their schedule regularly.*
- *Requests for time off must be submitted in advance and approved by management.*
- *Call-in procedures must be followed if unable to work a scheduled shift.*
- *Excessive tardiness or absenteeism may result in disciplinary action.*
- *Shift swaps are not allowed unless approved by a supervisor.*

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

Walking Distance from Housing:

Food Market, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe

