



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2026

Theodore Roosevelt Medora Foundation, Medora, ND
September 24, 2025

Employer Information

Company Name: Theodore Roosevelt Medora Foundation

Website: <https://foundation.medora.com/>

of Employees: 400

Phone Number: 701-623-4444

Industry Name: Hotel/Motel/Hostel/Bed and Breakfast

Fax Number: 701-623-4494

Primary Address: 405 E River Rd
Medora, ND 58645

Email Address: karenc@medora.com

Status: Submitted to Greenheart

Billing Address: PO Box 198
Medora, ND 58645

Contact Name: Karen Cummins

Contact Title: Human Resources Generalist-Recruiter

Site of Activity: Theodore Roosevelt Medora Foundation
405 E River Rd
Medora, ND 58645

Alternate Contact: Sheila Strommen

Alternate Title: Human Resources Direcot

Alternate Phone: 701-645-4685

Hiring Manager Email: karenc@medora.com

Participant Supervisor

Email: karenc@medora.com

FEIN: 45-0397662

**Workers
Comp**

Policy #: 293571

Carrier: North Dakota Workforce Safety & Insurance

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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Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA

Last Updated: 3/9/2010

Tel: 312.944.2544 | Fax: 312-577-0692 | Website: www.greenheart.org | Email: employer@greenheart.org

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

3/17/2026

7/14/2026

7/7/2026

10/10/2026

59

Hours: Average hours/week: 32-40

Average number of 5-6 days/week:

Pay Range: High: \$17.00/per hour

Low: \$12.00/per hour

Overtime: Overtime available: Sometimes

Overtime hourly rate: 1.5x base wage for hours worked over 40 in a work week

Meals: Are Meals Provided?: Yes

Explain: A Breakfast, Lunch, and Dinner are offered 7 days a week at the employer's Life Skills Center. Meals in the Life Skills Center are \$9.00 per meal. In the pre-season, if meals are not provided in the Life Skills Center, they will be provided at our year-round restaurant for the same cost.

English: Level requirement: Excellent

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

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

Please Explain: Employer is open to all start and end dates during the dates listed given they cover business needs.

Hours can fluctuate in March, April and May while properties are being opened. Employees should expect an average of 30-40 hours per week through this time period. Pre-Season employees with a start date between March and April, and an end date by July 7th will receive reduced rate housing for their contract. This does not apply to candidates who are not enrolled in the pre-season program.

Business is busiest throughout June -September. It is slower in the months of March-April and October.

Employer expects participants to work through their DS-2019 dates.

How often do you pay employees?

Twice a month

Is job training required?

Yes No

If yes, how long is it?

Varies based on Job

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?

No Maximum

Greenheart Exchange

September 24, 2025

Can participants work a second job?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do participants complete an additional application form upon arrival?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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: Housekeeping

Job Description: Join the cleanest team in the Badlands! A housekeeper's job is more than flipping beds and leaving fresh towels. The work a housekeeper does to leave a room spotless, welcoming and refreshing is crucial to the guest experience. Nothing sets the tone for a wonderful vacation better than arriving in the Badlands and stepping into a spotless room before you head out for a Medora adventure!

- Cleans and disinfects bathrooms and follows proper chemical use.
- Wipes and dusts surfaces in rooms and cleans mirrors.
- Vacuums and cleans floors, rugs, furniture, and drapes.
- Removes linens, towels, bedspreads, and blankets before new guest arrives in a timely fashion.
- Places and neatly tucks clean sheets and blankets on beds and replaces pillowcases.
- Stocks towels, washcloths, and hand towels in bathrooms.
- Picks up and empties trash containers.
- Wash, dry and fold laundry. Laundry is not more than 15% of the participants overall duties.
- Deep clean various hotel/motel properties.
- Other job duties as assigned and in accordance with business needs.

Qualifications

- Degree in Hospitality desirable
- Must be able to work independently and in teams
- Great English skills required

Participants must be able to stand for long periods of time and able to lift up to 25 pounds.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Housekeepers on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: GREAT.

Internal Job Type: Housekeeper (Early arrival)

No Students being hired: 6

Age requirement: None

Wage: 15.08/per hour

Details:

Dress Code: Uniform

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Retail

Job Description: A Retail Sales Attendant is responsible to learn product information, sell merchandise, operate cash registers and assist customers to provide them with a great Medora shopping experience.

- Greet and interact with customers
- Responsible for running the cash register and ensure proper checkout process is followed
- Collect payment using the point of sale system
- Process returns and exchanges
- Assist customers with purchase decisions
- Consults with customers their needs and preferences related to merchandise
- Demonstrates and explains merchandise, selecting and suggesting options suitable for the customer's needs
- Become familiar with products and answers customers questions
- Retrieves merchandise from sales floor, stock room or other inventory locations to replenish the gift shop items
- Informs customers about purchasing incentives
- Notify customers of Medora attractions and inform them how to acquire tickets
- Maintain the cleanliness and orderliness of the gift shop by dusting, vacuuming, washing the window and doors and straighten merchandise
- Be available to work shifts at the Medora Musical retail establishments, and other positions at the Medora Musical
- Participate in workplace safety training sessions
- Other job duties as assigned and in accordance with business needs

Participants must be able to stand for long periods of time and able to lift up to 25 pounds.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Retail Attendants on position expectations and standards.

Participants may use cleaning chemicals in this position.
English skills required for this position: EXCELLENT-FLUENT

Internal Job Type: Retail Sales Attendant (Early arrival)

Greenheart Exchange

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

No Students being hired: 1

Age requirement: None

Wage: 15.00/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

September 24, 2025

Job Type: Kitchen Help

Job Description: As a Kitchen Crew team member, you will work under the guidance of the Kitchen Supervisor and Back of House Manager to ensure the kitchen is clean and operational. Kitchen crew duties include washing and sanitizing dishes, cleaning all areas of the kitchen and dish area, disposing of garbage from the kitchen, assisting with food preparation as needed. In some kitchens, you may also be involved in preparing ingredients and assisting the cooks on an as needed basis.

- Ensure the food preparations areas are clean and hygienic
- Wash utensils, dishes, pots, and pans and making sure they are stored appropriately
- Keep dish pit and storage areas cleaned and organized
- Ensure clean and sanitized dishes are available for service in a timely manner
- Assist with sorting, storing and distributing ingredients as needed
- Assist with washing, peeling, chopping, and cutting food as directed by the kitchen supervisor or back-of-house manager
- Dispose of garbage, adhering to all health and sanitation requirements
- Assist with food deliveries and shipments, by putting items into appropriate storage in a timely manner
- Clean the food preparation equipment, floors and other kitchen tools or areas
- Other job duties as assigned and in accordance with business needs

Participants must be able to stand for long periods of time and able to lift up to 25 lbs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Kitchen Crew on position expectations and standards.

Participants will use cleaning chemicals in this position.
Participants will handle pork products in this position.
English skills required for this position: GREAT.

Internal Job Type: Kitchen Crew (Early arrival)

No Students being hired: 2

Age requirement: None

Wage: 14.52 /per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Slip resistant shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

September 24, 2025

Job Type: Cashier

Job Description: The Host/Cashier is responsible for processing all forms of payment and expediting movement through the final station. They also greet the guest upon entrance, and assist in seating guests in the establishment.

- Greet guest and organize seating in the restaurant.
- Demonstrate understanding of how to build each product, and the correct portions for each menu item
- Keep a clean work area
- Show exceptional knowledge of cash handling policies and procedures, including drawer preparation
- Properly receive orders from the caller and repeat the order back to the customer
- Visually confirm that items on the tray match items on order screen
- Correctly perform a credit card sale, and/or correctly count back cash to customers aloud
- Other job duties as assigned and in accordance with business needs

Qualifications:

- Good people skills
- Prior restaurant experience a plus
- High attention to detail and focused on getting the job done
- Able to demonstrate energy and enthusiasm at all times

Participants must be able to stand for long periods of time and able to lift/carry up to 40 lbs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Host/Cashiers on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: EXCELLENT-FLUENT

Internal Job Type: Host/Cashier (Early arrival)

No Students being hired: 2

Age requirement: None

Wage: 14.00/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Slip resistant shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

September 24, 2025

Job Type: Housekeeping

Job Description: Join the cleanest team in the Badlands! A housekeeper's job is more than flipping beds and leaving fresh towels. The work a housekeeper does to leave a room spotless, welcoming and refreshing is crucial to the guest experience. Nothing sets the tone for a wonderful vacation better than arriving in the Badlands and stepping into a spotless room before you head out for a Medora adventure!

- Cleans and disinfects bathrooms and follows proper chemical use.
- Wipes and dusts surfaces in rooms and cleans mirrors.
- Vacuums and cleans floors, rugs, furniture, and drapes.
- Removes linens, towels, bedspreads, and blankets before new guest arrives in a timely fashion.
- Places and neatly tucks clean sheets and blankets on beds and replaces pillowcases.
- Stocks towels, washcloths, and hand towels in bathrooms.
- Picks up and empties trash containers.
- Wash, dry and fold laundry. Laundry is not more than 15% of the participants overall duties.
- Deep clean various hotel/motel properties.
- Other job duties as assigned and in accordance with business needs.

Qualifications

- Degree in Hospitality desirable
- Must be able to work independently and in teams
- Strong verbal communication skills

Participants must be able to stand for long periods of time and able to lift up to 25 pounds.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Housekeepers on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: GREAT

Internal Job Type: Housekeeper

No Students being hired: 22

Age requirement: None

Wage: 15.08/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:
Ski:

Lifeguard Certified:
CPR Certified:

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Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Swimmer:

Greenheart Exchange

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September 24, 2025

Job Type: Front Desk/Reception

Job Description: As a member of the lodging team, a Front Desk Representative will operate the hotel/motel front desk and assist guests with inquiries.

- Efficiently manages the operations of the front desk, ensuring minimal time for check-in and checkout
- Warmly and professionally welcomes all guests
- Directs guests to appropriate hotel staff for assistance with questions and special requests
- Handle guest issues as they arise
- Treats requests with professionalism, tact, and courteous manner
- Ensures prompt delivery of final bills to guests
- Ensures lobby and shared areas are kept neat and orderly
- Maintains knowledge of Medora, hotel rooms, hotel policies and is able to assist guests in making reservations or providing recommendations
- Other job duties as assigned and in accordance with business needs.

Participants must be able to stand for long periods of time.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Front Desk Representatives on position expectations and standards.

Participants are eligible for incentives. 2026 details will be shared by TRMF management when finalized.

- Individual: In summer 2025 staff earned 0.25 - 1.00% individual daily sales goals (\$3 to \$30/day).
- Team: Percentage of team revenue & ticket goal based on hours worked.

Participants will use cleaning chemicals in this position.
English skills required for this position: FLUENT

Internal Job Type: Front Desk Representative

No Students being hired: 3

Age requirement: None

Wage: 15.00 + Incentives/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

September 24, 2025

Job Type: Retail

Job Description: A Retail Sales Attendant is responsible to learn product information, sell merchandise, operate cash registers and assist customers to provide them with a great Medora shopping experience.

- Greet and interact with customers
- Responsible for running the cash register and ensure proper checkout process is followed
- Collect payment using the point of sale system
- Process returns and exchanges
- Assist customers with purchase decisions
- Consults with customers their needs and preferences related to merchandise
- Demonstrates and explains merchandise, selecting and suggesting options suitable for the customer's needs
- Become familiar with products and answers customers questions
- Retrieves merchandise from sales floor, stock room or other inventory locations to replenish the gift shop items
- Informs customers about purchasing incentives
- Notify customers of Medora attractions and inform them how to acquire tickets
- Maintain the cleanliness and orderliness of the gift shop by dusting, vacuuming, washing the window and doors and straighten merchandise
- Be available to work shifts at the Medora Musical retail establishments, and other positions at the Medora Musical
- Participate in workplace safety training sessions
- Other job duties as assigned and in accordance with business needs

Participants must be able to stand for long periods of time and able to lift up to 25 pounds.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Retail Attendants on position expectations and standards.

Participants may use cleaning chemicals in this position.
English skills required for this position: EXCELLENT

Internal Job Type: Retail Sales Attendant

No Students being hired: 2

Age requirement: None

Wage: 15.00/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants and comfortable, closed toed shoes are required.

Participants should be neat and clean when coming to work.

Requirements:

Non-smoker:
Ski:

Lifeguard Certified:
CPR Certified:

September 24, 2025

Swimmer:

Job Type: Lifeguard

Job Description: The Lifeguard/Recreation Attendant will explain safety rules to guests, warn them about unsafe situations, and enforce polices on showers and proper attire. You will play an instrumental role in inspecting swimming pool areas, showers, and restrooms. You will maintain pool equipment, monitor and record pool temperatures, and regularly clean and test pools.

- Open and close the pool each day according to scheduled hours
- Regularly test and treat the pool with the correct amount of chemicals
- Closely monitor pool area activities, identifying any safety issues
- Direct swimmers out of water in dangerous conditions
- Closely monitor weather reports to ensure guests remain safe
- Provide emergency care and treatment as required until the arrival of emergency medical services if necessary
- Act quickly and appropriately to secure the safety of guests in the event of an emergency
- Organize and oversee pool parties
- Maintain a clean pool environment and equipment
- Assist in concessions with running the register, prepare food, maintain cleanliness of the facility and grounds.
- Other job duties as assigned and in accordance with business needs.

Must be a strong swimmer and provide swimming video prior to interview.

Participants must be able to stand for long periods of time, work in hot & sunny conditions, and be at constant awareness of guest safety.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Lifeguards on position expectations and standards, including ARC certifications at no cost.

Wage starts at \$13/hr, increasing to \$17/hr with certification.

Tips average \$3-5 per hour above the hourly wage. Tips can vary day to day based on business volume and individual performance. Tips are at the discretion of the guest and are not guaranteed.

Participants will use cleaning chemicals in this position.
English skills required for this position: EXCELLENT.

Internal Job Type: Lifeguard/Recreation Attendant

No Students being hired: 4

Age requirement: None

Wage: 13.00 - 17.00 + tips/per hour

Details:

Dress Code: Uniform

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Uniform shirt to be provided for free. Participants should bring their own casual pants and comfortable, closed toed shoes are required.

Participants should be neat and clean when coming to work.

Requirements:

Non-smoker:
Ski:
Swimmer:

Lifeguard Certified:
CPR Certified:

September 24, 2025

Job Type: Kitchen Help

Job Description: As a Kitchen Crew team member, you will work under the guidance of the Kitchen Supervisor and Back of House Manager to ensure the kitchen is clean and operational. Kitchen crew duties include washing and sanitizing dishes, cleaning all areas of the kitchen and dish area, disposing of garbage from the kitchen, assisting with food preparation as needed. In some kitchens, you may also be involved in preparing ingredients and assisting the cooks on an as needed basis.

- Ensure the food preparations areas are clean and hygienic
- Wash utensils, dishes, pots, and pans and making sure they are stored appropriately
- Keep dish pit and storage areas cleaned and organized
- Ensure clean and sanitized dishes are available for service in a timely manner
- Assist with sorting, storing and distributing ingredients as needed
- Assist with washing, peeling, chopping, and cutting food as directed by the kitchen supervisor or back-of-house manager
- Dispose of garbage, adhering to all health and sanitation requirements
- Assist with food deliveries and shipments, by putting items into appropriate storage in a timely manner
- Clean the food preparation equipment, floors and other kitchen tools or areas
- Other job duties as assigned and in accordance with business needs

Participants must be able to stand for long periods of time and able to lift up to 25 lbs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Kitchen Crew on position expectations and standards.

Participants will use cleaning chemicals in this position.
Participants will handle pork products in this position.
English skills required for this position: GREAT

Internal Job Type: Kitchen Crew

No Students being hired: 4

Age requirement: None

Wage: 14.52/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Attendant

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Job Description:

The Theater Operations staff are responsible for executing the day-to-day operational tasks at the Burning Hills Amphitheater including fulfilling concessions and front of house positions. The staff is also responsible for daily cleaning of the facility and general maintenance of the buildings and grounds. The Theater Operations staff cleans restrooms, acts as a character performer, and works in various weather conditions.

- Promote sales of TRMF events and services by providing all customers with complete information and showing enthusiasm for these offerings.
- Stay informed about Medora events and activities to deliver accurate information to guests.
- Fill front of house positions during Pre-Show, Intermission and Post-Show.
- Ensure guest safety during times of ingress and egress.
- Assist with ordering and managing inventory of all Concessions items.
- Assist in receiving, inventorying and organizing all food and beverage orders.
- Greet customers and give each guest excellent customer service.
- Operate POS when covering front of house positions.
- Ensure concessions stand, parking lots, and audience seating areas are cleaned daily.
- Work shifts at the Medora Musical and other positions as needed.
- Other job duties as assigned and in accordance with business needs.

Qualifications

- Previous Guest Service Experience preferred.
- Excellent verbal communication skills.
- Provide consistent, excellent customer service.
- Reliable, on time, and ready for every shift.
- Confidence with cash handling (\$USD)

Participants must be able to stand for long periods of time and able to lift up to 25 lbs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train staff on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: EXCELLENT

Internal Job Type: Theater Operations

No Students being hired: 2

Wage: 15.00/per hour

Dress Code: Uniform

Age requirement: None

Details:

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Greenheart Exchange

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Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Front Desk/Reception

Job Description: A Reservation Specialist will have the primary day-to-day responsibility to provide excellent customer service to guests calling to make reservations and to provide general information about Medora, the Medora Musical and Bully Pulpit Golf Course.

- Promote sales of events and services by providing all guests with enthusiastic and accurate information for these offerings.
- Stay informed about Medora events and activities offered.
- Become familiar with TRMF products and attractions offered and share knowledge with guests.
- Interact and maintain positive relationships with guests, co-workers, and management consistent with TRMF values.
- Make reservations for motels, golf and a number of other TRMF attractions and events.
- Make outbound calls to sell lodging, entertainment, and packages over the phone.
- Provide excellent customer service while answering and returning telephone calls to assist guests with reservations.
- Work quickly and efficiently on computers and with various software programs.
- Maintain knowledge of hotel policies including room rates, discounts, special offerings and events.
- Provide in-person ticketing support at various venues as needed.
- Work shifts at the Medora Musical and other positions as needed.
- Other job duties as assigned and in accordance with business needs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Reservations Specialists on position expectations and standards.

Participants are eligible for incentives. 2026 details will be shared by TRMF management when finalized.

- Individual: In summer 2025 staff earned 0.25 - 1.00% individual daily sales goals (\$3 to \$30/day).
- Team: Percentage of team revenue & ticket goal based on hours worked.

Participants will use cleaning chemicals in this position.
English skills required for this position: FLUENT.

Internal Job Type: Reservations Specialist

No Students being hired: 2

Age requirement: None

Wage: 15.00 + Incentives/per hour

Details:

Dress Code: Uniform

Greenheart Exchange

September 24, 2025

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Retail

Job Description: Ticketing & Retail Representatives are responsible for assisting guests with questions regarding events, shows, and activities in and around Medora. They will need to be competent on several software systems to both sell and collect payment for tickets. Representatives must possess excellent communication and trouble-shooting skills in order to assist guests that need to book complicated orders and to adjust and fix orders that have already been made. They must pay great attention to detail to make sure bookings are correct in every way to ensure guest satisfaction. In addition, Representatives are responsible to sell, refold, and restock merchandise. They are responsible for store cleanliness, assisting guests with questions, operating POS software and great customer service.

- Promote sales of TRMF events and services by providing all customers with complete information and showing enthusiasm for these offerings.
- Stay informed about Medora events and activities, attend weekly informational meetings.
- Greet customers and give each guest excellent customer service.
- Become familiar with the products and share knowledge with customers.
- Inform the customer about purchasing incentives.
- Follows proper opening and closing procedures.
- Operate POS and ensure proper checkout
- Ensure the store is kept clean and organized (i.e. vacuum, mop, wash windows and doors, straighten merchandise).
- Restock merchandise.
- Work shifts at Medora Musical Retail establishments and assist at the Medora Musical.
- Other job duties as assigned and in accordance with business needs.

Participants must be able to stand for long periods of time.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Representatives on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: EXCELLENT

Internal Job Type: Ticketing & Retail Representative

Greenheart Exchange

September 24, 2025

No Students being hired: 2

Age requirement: None

Wage: 15.00/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants and comfortable, closed toed shoes are required.

Participants should be neat and clean when coming to work.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Busser

Job Description: The Busser is responsible for handling guest check transactions, food running, bussing, host interactions in a prompt and courteous manner and in accordance with the Theodore Roosevelt Medora Foundation's (TRMF) service and cash handling standards.

- Operates a Point of Sales System and receives payments of cash and credit, makes change and issues receipts to customers
- Maintains proper security of cash at all times
- Understands and is able to open and close till at the beginning and closing of shifts in accordance with TRMF policy and procedures
- May be required to assist food service team with preparation of food service space before and after meal time by cleaning the dining room (wiping tables, vacuuming, moping, cleaning chairs and ensuring acceptable appearance of dining area)
- Assist with set up and stock of beverage area, grab and go items, service ware and condiments
- Responsible for maintaining a clean and sanitary dining area workstation, counter and other equipment at all times.
- Operate host seating system, distribute menus, and explain food items.
- Responsible for delivering excellent guest service in an upbeat, friendly manner. Thanks and offers closing remarks to guest as they leave the dining venue.
- Assist customer with requests to ensure great dining experience.
- Other job duties as assigned and in accordance with business needs.

Participants must be able to stand for long periods of time and able to lift/carry up to 25 lbs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Bussers on position expectations and standards.

This position is eligible for 3% tip-out of server's sales. Tips are at the discretion of guests and not guaranteed.

Participants will use cleaning chemicals in this position.
Participants will handle pork products in this position.
English skills required for this position: EXCELLENT

September 24, 2025

Internal Job Type: Busser

No Students being hired: 2

Wage: 12.00 + tips/per hour

Dress Code: Uniform

Age requirement: None

Details:

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

September 24, 2025

Job Type: Cashier

Job Description: The Host/Cashier is responsible for processing all forms of payment and expediting movement through the final station. They also greet the guest upon entrance, and assist in seating guests in the establishment.

- Greet guest and organize seating in the restaurant.
- Demonstrate understanding of how to build each product, and the correct portions for each menu item
- Keep a clean work area
- Show exceptional knowledge of cash handling policies and procedures, including drawer preparation
- Properly receive orders from the caller and repeat the order back to the customer
- Visually confirm that items on the tray match items on order screen
- Correctly perform a credit card sale, and/or correctly count back cash to customers aloud
- Other job duties as assigned and in accordance with business needs

Qualifications:

- Good people skills
- Prior restaurant experience a plus
- High attention to detail and focused on getting the job done
- Able to demonstrate energy and enthusiasm at all times

Participants must be able to stand for long periods of time and able to lift/carry up to 40 lbs.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Host/Cashiers on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: EXCELLENT

Internal Job Type: Host/Cashier

No Students being hired: 1

Age requirement: None

Wage: 14.00/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Slip resistant shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Line Cook

September 24, 2025

Job Description:

A Line Cook in Training has the primary responsibility of preparing and serving food to our guests according to recipes, presentation guidelines, service time standards and safety and sanitation standards.

- Strive for full knowledge of the menu and specials as they arise
- Follow safe and sanitary food handling procedures
- Prepare necessary ingredient for service based on recipes
- Assist team with set-up of station before service begins in order to ensure products are on the line at all times and available for use during service
- Communicate with team if preparation of station is running low or behind so preparation can be made accordingly with both back of house and front of house team
- Assemble dishes as ordered and ensure proper presentation of food is sent out to customer
- Prep ingredients for future meal services as needed and make note of any inventory issues to Kitchen Manager
- Correctly wrap, label and put products away at the completion of service
- Responsible for cleaning workstation and equipment at the end of shift as well as assisting with the overall cleanliness of the kitchen
- Assist with properly storing groceries upon delivery
- Assist with organizing and cleaning the kitchen, storage areas and coolers when assigned
- Maintain focus on accuracy, presentation, cleanliness and timeliness while working
- Report to management when supplies or product is running low or if there are any issues with equipment or utensils
- Other job duties as assigned and in accordance with business needs

Participants must be able to stand for long periods of time.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Cooks on position expectations and standards.

Participants will use cleaning chemicals in this position.

Participants will handle pork products in this position.

English skills required for this position: EXCELLENT

Internal Job Type: Line Cook in Training

No Students being hired: 0

Age requirement: None

Wage: 16.00/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Greenheart Exchange

September 24, 2025

Swimmer:

Job Type: Attendant

Job Description: As a member of the campground team, a Campground Public Area Attendant will have the primary responsibility to maintain superior cleanliness of the properties at the campground.

- Performs general cleaning and sanitizing tasks and services throughout the assigned property to trained standards.
- Assist in maintaining and cleaning all TRMF cabins, bathhouses and laundry at the Medora Campground.
- Cleans and disinfects bathrooms with proper chemicals, wipes and dusts surfaces in rooms, vacuums and cleans floors, rugs, furniture and drapes, Empties trash containers.
- Removes linens, towels, bedspread and blankets and replaces with fresh linens before guest arrives. Stocks bathroom with necessary towels.
- Perform light maintenance duties including weed whacking, sewer drain repair and water hose repair.
- Participate in workplace safety meetings.
- Promote sales of events and services by providing all guests with enthusiastic and accurate information for these offerings.
- Interact and maintain positive relationships with guests, co-workers, and management consistent with TRMF values.
- Other job duties as assigned and in accordance with business needs.

Participants must be able to stand for long periods of time.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Attendants on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: GREAT.

Internal Job Type: Campground Public Area Attendant

No Students being hired: 1

Age requirement: None

Wage: 15.08/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required. Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

September 24, 2025

Job Type: Janitorial

Job Description: As a member of the housekeeping team, a Public Area Attendant will report to the Housekeeping Manager. A Public Area Attendant will have primary day-to-day responsibility to maintain superior cleanliness in the public areas of several attractions and businesses to make ready for the public each day.

- Performs general cleaning and sanitizing tasks and services throughout assigned property to trained standards.
- Follows trained procedures for all chemical use when working.
- Wipes and dusts surfaces and cleans mirrors.
- Vacuums and cleans floors, rugs, furniture, and drapes and windows.
- Sweeps and mops floors.
- Cleans and disinfects bathrooms.
- Picks up and empties trash containers.
- Keeps janitorial vehicle neat and orderly at all times.
- Maintains a neat and orderly janitor's room; ensures cleaning and maintenance supplies are stocked, informs manager of ordering needs weekly.
- Assists in spring and fall cleaning of all TRMF housing and motel properties.
- Reports any needed maintenance items to the manager.
- Completes scheduled tasks in a timely and thorough manner.
- Assists the housekeeping and laundry departments when needed.
- Other job duties as assigned and in accordance with business needs.

Qualifications

- Excellent verbal communication skills
- Reliable, ready, and on-time for every shift
- Strong collaboration skills
- Able to take initiative
- Results driven
- Good time management
- Provide outstanding guest service

Participants must be able to stand for long periods of time.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Attendants on position expectations and standards.

Participants will use cleaning chemicals in this position.
English skills required for this position: GREAT

Internal Job Type: Public Area Attendant

No Students being hired: 2

Age requirement: None

Wage: 15.08/per hour

Details:

Dress Code: Uniform

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Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:



September 24, 2025

Job Type: Front Desk/Reception

Job Description: As a member of the lodging team, a Front Desk Representative will operate the hotel/motel front desk and assist guests with inquiries.

- Efficiently manages the operations of the front desk, ensuring minimal time for check-in and checkout
- Warmly and professionally welcomes all guests
- Directs guests to appropriate hotel staff for assistance with questions and special requests
- Handle guest issues as they arise
- Treats requests with professionalism, tact, and courteous manner
- Ensures prompt delivery of final bills to guests
- Ensures lobby and shared areas are kept neat and orderly
- Maintains knowledge of Medora, hotel rooms, hotel policies and is able to assist guests in making reservations or providing recommendations
- Other job duties as assigned and in accordance with business needs.

Participants must be able to stand for long periods of time.

Must be willing to work weekends and holidays. Seasonality and business needs dictate schedule and hours worked.

TRMF will train Front Desk Representatives on position expectations and standards.

Participants are eligible for incentives. 2026 details will be shared by TRMF management when finalized.

- Individual: In summer 2025 staff earned 0.25 - 1.00% individual daily sales goals (\$3 to \$30/day).
- Team: Percentage of team revenue & ticket goal based on hours worked.

Participants will use cleaning chemicals in this position.
English skills required for this position: FLUENT

Internal Job Type: Front Desk Representative (Early Season)

No Students being hired: 1

Age requirement: None

Wage: 15.00 + Incentives/per hour

Details:

Dress Code: Uniform

Uniform shirt to be provided for free. Participants should bring their own khaki or black pants, or jeans with no rips, holes, or tears. Closed toed shoes are required.

Participants should have a professional appearance for work, including proper hygiene.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Benefits (bonuses, incentives):

Greenheart Exchange

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Scholarship opportunities for employees who exemplify our standards. Scholarships are nominated by supervisors and presented in August at the Medora Musical.

The employer offers an end of season bonus.
EOS Bonus 2026: No written disciplinary action, attended Medora Musical, Housing Check-out completed in person with RA, work from start to end date on their DS 2019, \$3.00 per day they are onsite.

All Seasonal employees of TRMF (mid-May-September) receive free tickets and discounts to a variety of events and activities in Medora, including the Medora Musical, Shows at the Old Town Hall Theater, horseback riding at the Medora Riding Stables, Activities at Point to Point Park during the week (Lazy River, Zipline, miniature golf), as well discounted tickets to Gospel Brunch Show at Showhall, Golf at Bully Pulpit 18 hole course for \$20.00.

Discounts & benefits are subject to change. Please contact Human Resources with any questions.

Is there a Social Security Admin office near you: No
SSA office details:

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

Host will bring participants to apply for their Social Security Number as well as for a bank account while they are on their program.

Participants are assigned a day where a shuttle will take them to both BMO Bank in Beach, ND, to open a bank account and to the Social Security office in Bismarck, ND. Participants do not have to pay for this shuttle ride. Participants will not be scheduled to work on the day of their Social Security trip. Before the shuttle leaves Medora for the day, TRMF assists in ensuring each participant has the correct documents with them and that they have their Social Security application complete and ready to submit.

The closest Social Security office is located at:

4207 Boulder Ridge Rd
Suite 100
Bismarck, ND 58503

Phone: 1-877-319-6044

Hours:
Monday 9:00 AM - 4:00 PM
Tuesday 9:00 AM - 4:00 PM
Wednesday 9:00 AM - 12:00 PM
Thursday 9:00 AM - 4:00 PM
Friday 9:00 AM - 4:00 PM
Saturday Closed
Sunday Closed

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

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Participant Requirements

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

- Interested in cultural exchange. Takes part in programs available in Medora, and explores the US during this program. Signs up for new experiences outside of work and enjoys the history of Medora!
- Honesty and Integrity. Being a good citizen of Medora means helping others, following the rules, and doing your best. We are not interested in candidates who are only traveling to make money.
- Willingness to work hard and help where needed. Medora works to preserve the history and culture of our region. We seek to hire people who will be positive ambassadors for our town.

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

All participants must complete both Greenheart paperwork and company paperwork. This includes an offer letter, onboarding tasks, housing survey and shuttle survey. Participants who do not complete the housing survey will not receive housing requests.

Participant arrival/onboarding schedule (note that participants who do not arrive according this schedule may be required to wait for the next week's arrival):

- MONDAY: arrive to Medora
- TUESDAY: check-in and receive employee ID
- WEDNESDAY: new hire orientation

DRESS CODE

Participants must wear closed-toe shoes (tennis shoes are acceptable, sandals are not). All participants should bring a few pairs of long jeans or pants. Housekeepers are also allowed to wear shorts that are tasteful (work appropriate-black, khaki in color, not short).

GROOMING AND APPEARANCE

Participants should be neat, clean and presentable for the work environment. Personal cleanliness is very important. Maintain good hygiene, preventing unpleasant breath and body odor.

Hair must be clean, well managed, and of a natural color. Unnatural colors and uncombed styles are not acceptable. Beards and mustaches must be neatly trimmed. Employees may wear earrings in their earlobes; however, any other visible body piercing is not allowed. Tattoos must be covered, or inconspicuous and non-offensive.

Participants are Ambassadors of their home country and should make every effort to represent their country well.

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. Also, in general first year employees will not be housed as couples in the dormitories.

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

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What type of housing is available?

Dormitory **Shared Apartments** **Other**

Brief description of housing:

TRMF has 2 dormitory-style housing facilities: The Dormitory and Elkhorn Quarters. Participants will be placed in housing based on housing survey and availability.

Elkhorn Quarters: this is a co-ed building with rooms assigned by gender. Each room houses two people and has a bunk bed, microwave and mini refrigerator. Each room has its own private bathroom. Cost is \$60 per person per week.

The Dormitory: this is a co-ed building with rooms assigned by gender. Each room houses two people and has bunk beds. This location offers communal bathroom/shower facilities and free, on-site laundry facilities. Cost is \$30 per person per week.

All participants will have access to the cafeteria in TRMF's Life Skills Center.

Participants must pay a housing deposit upon arrival and is fully refundable if all conditions are met.

Participants are required to vacate the housing within 48 hours of leaving employment (termination or quitting).

Address: Various

City, State, Zip: Medora, ND 58645

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)? \$30 - \$60 per week

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) A Housing Deposit of \$160.00, which is deducted in \$80 increments from the first 2 paychecks is required.

Deposit is fully refunded if housing is left in the condition it was given and employees check out with the Resident Assistant before departure.

Deposit may be forfeited if participants do not complete their job placement agreement for any reason.

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

September 24, 2025

What is the approximate ONE WAY travel time to work? 5-10 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: 701-495-2356
Work Cell

PLANE

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

Arrival to (city, airport): Dickinson, ND (DIK) or Bismarck, ND (BIS)

Preferred Arrival Time: Morning

Will participant be picked up from the airport? Yes No

If so, by who? TRMF Shuttle Driver or HR staff

How far from the airport is your place of business? 133 miles

Special instructions/comments regarding participant's arrival:

Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Participants should arrive at either Dickinson Theodore Roosevelt Regional Airport (DIK), located 41 miles from Medora, or the Bismarck Municipal Airport (BIS), located 133 miles from Medora.

PARTICIPANTS SHOULD PLAN TO ARRIVE ON MONDAY TO MEET WEEKLY STAFF ONBOARDING (note that participants who do not arrive according to this schedule may be required to wait for the next week's arrival):

- MONDAY: arrive to Medora
- TUESDAY: check-in and receive employee ID (START DATE)
- WEDNESDAY: new hire orientation

The employer is available to pick participants up at the airport upon arrival in the U.S., but **ONLY MONDAY through FRIDAY** at pre-set times which will be communicated in the offer letter. Participants **MUST** arrive Monday through Friday at the set times in order to be picked up by the employer's shuttle driver on the same day.

If participants arrive outside of these times on Monday through Friday or anytime on Saturday or Sunday, then they **MUST** purchase a hotel room and the employer will pick them up the following business day. For example, if a participant arrives on Friday after the scheduled 5 pm pick-up, they will have to purchase a hotel room for Friday, Saturday, Sunday, and be picked up Monday at the designated pick-up time.

We recommend staying at the Evergreen Inn in Bismarck, as they have an airport shuttle. We do not recommend flying into Dickinson outside of pick-up times, as there is no nearby hotel. The only hotels in Dickinson require a taxi or Uber ride to get there and are quite expensive.

In order to guarantee an airport pickup by the employer, all participants **MUST** follow the below instructions:

- Upon acceptance of their job offers, all participants must complete all onboarding paperwork as required by Theodore Roosevelt Medora Foundation. This includes housing surveys, and tasks for HR documentation.

- No more than 4 weeks prior to their arrival in the U.S., all participants **MUST** email medorajobs@medora.com with the following information:

1) their first and last name and 2) a copy of their travel plans to the U.S., including their flight number or numbers and their arrival date and time in Dickinson or Bismarck, ND. Please note the shuttle schedules listed in the offer letter before booking any flights.

PLEASE NOTE: The employer does not charge for pick-up from Dickinson or Bismarck airports at the designated times.

If participants have any questions about the above Participant Travel instructions, they should email Karen Cummins immediately, at karenc@medora.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?

Small Town

Small town and tourist area

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 | Email: employer@greenheart.org

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Theodore Roosevelt Medora Foundation, Medora, ND

September 24, 2025

Medora is a small resort town located on the western edge of North Dakota. It is home to the Medora Musical and the gateway to Theodore Roosevelt National Park.

Medora is located in a very beautiful area. The National Park covers 110 million square miles of badlands and is packed with native plants and animals, including buffalo, wild horses, elk, and bighorn sheep.

Over 400,000 visitors visit Medora during its summer season.

Is there anything special that students should bring?

Participants should bring a warm jacket and clothes they can wear in layers.

During the summer, Medora can be hot during the day, but there are usually cooler days or days with rain at the beginning of the summer season.

DRESS CODE

Participants must wear closed-toe shoes (tennis shoes are acceptable, sandals are not). All participants should bring a few pairs of long jeans or pants. Housekeepers are also allowed to wear shorts that are tasteful (work appropriate).

We recommend bringing either an umbrella or a raincoat, as we do receive rain in the summertime.

What are the seasonal temperatures?

Spring: 28 - 57 degrees F

Summer: 60 - 98 degrees F

Fall: 58 - 72 degrees F

Winter: 15 - 28 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:

Greenheart Exchange

Theodore Roosevelt Medora Foundation, Medora, ND

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TRMF participants can go horseback riding, visit local museums, and go mini-golfing for free. The town of Medora offers much history relating to the American West and President Theodore Roosevelt.

Participants can enjoy hiking and biking, and there are outdoor swimming pools, tennis courts, volleyball courts, and basketball courts available to participants for free or minimal costs.

There is no public transportation in Medora, but nearly everything is accessible by foot or bike.

List of interesting area websites:

- <https://medora.com/employment/international/>
- <http://www.medora.com>
- <http://www.ndtourism.com>
- <http://www.medorand.com>
- <http://www.northdakotacowboy.com>
- <http://www.medorandchamber.com>

Is there wireless internet available?

Yes, there is internet access at participants' housing.

Additional Comments:

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DRESS CODE

Participants must wear closed-toe shoes (tennis shoes are acceptable, sandals are not). All participants should bring a few pairs of long jeans or pants. Housekeepers are also allowed to wear shorts that are tasteful (longer, work appropriate).

GROOMING AND APPEARANCE

Hair must be clean, well-managed, and of a natural color. Unnatural colors and uncombed styles are not acceptable. Beards and mustaches must be neatly trimmed. Employees may wear earrings in their earlobes; however, any other visible body piercing is not allowed. Tattoos must be inconspicuous and non-offensive, or covered.

HOUSING NOTES & ADDRESSES

The housing facilities are safe places to live and provide international employees the chance to live with, and get to know, their American co-workers. Both housing facilities are close to the employees' job sites and TRMF's cafeteria.

The Dormitory
225 Main Street
Medora, ND 58645

Elkhorn Quarters
400 East River Rd South
Medora, ND 58645

Employees can rent a bike at a local bike shop in Medora for the summer. Employees should provide their own bike helmet and bike lock should they choose to rent a bike.

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.

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 participants 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.

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