



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2026

Twin Orchard Country Club, Long Grove, IL
October 27, 2025

Employer Information

Company Name: Twin Orchard Country Club

Website: www.twinorchardcc.org

of Employees: 100

Phone Number: 847-634-3800 ext. 286

Industry Name: Resort/Country Club/Casino/Ranch

Fax Number: 847-634-0324

Primary Address: 22353 N Old McHenry Rd
Long Grove, IL 60047

Email Address: kregan@twinorchardcc.org

Status: Approved

Site of Activity: Twin Orchard Country Club
22353 N Old McHenry Rd
Long Grove, IL 60047

Contact Name: Karen Regan

Contact Title: Assistant 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:

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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5/15/2026

6/15/2026

9/8/2026

9/15/2026

18

Hours: Average hours/week: 35

Average number of 6
days/week:

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 most hours? June, July, August, September

In what month(s) can participants
expect to receive the least 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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how long is it?	Approximately 2 weeks	
Are participants paid for training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to hire couples?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you willing to hire groups of friends?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many are allowed in the group?	2	
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 checked="" type="checkbox"/> Yes	<input 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: Busser

Job Description:

Twin Orchard Country Club, Long Grove, IL

October 27, 2025

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 a 30 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

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: 6

Age requirement: None

Wage: 16.00/per hour

Details:

Dress Code: Uniform

Twin Orchard Country Club, Long Grove, IL

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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 a 30 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

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: 6

Wage: 16.00/per hour

Dress Code: Uniform

Age requirement: None

Details:

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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:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

Job Type: Server

Job Description:

Twin Orchard Country Club, Long Grove, IL

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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 a 15 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

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: 6

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:

Twin Orchard Country Club, Long Grove, IL

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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

SSA office details:

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

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 will 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 consists of a furnished 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 a shared bathroom for males and a shared bathroom for females. While there is no full kitchen, participants have access to the employee cafeteria. The cafeteria serves 3 free meals each day. There is a refrigerator and microwave for use.

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

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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 \$300 housing fee must be paid within 30 days of first day of work. This fee is not refundable. This fee is deducted automatically out of the 2nd paycheck.

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

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 housing inspections throughout the season, 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 Not applicable

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 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:

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As housing is located onsite, the information of "What is near work?" applies to the housing.

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. 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.

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 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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