

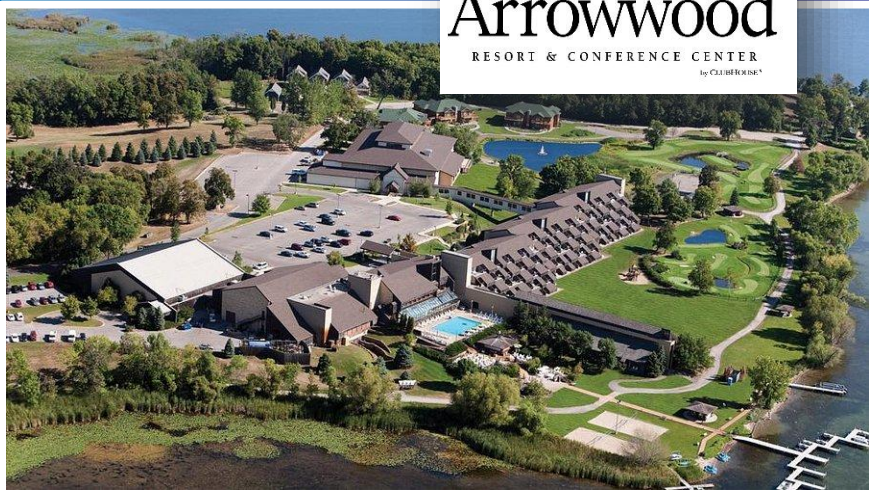
Summer Work Travel 2026

Alexandria, Minnesota

ARROWWOOD RESORT & CONFERENCE CENTER FRONT DESK CLERK

\$14.00 per hour

32 – 40 hours per week



Arrowwood Alexandria is an all-seasons resort focused around Minnesota's natural splendor. Enjoy the natural beauty of our lakeside resort hotel, where you'll find year-round service and activities, from golf at our 18-hole Atikwa Championship Golf Course to our indoor Big Splash Waterpark. We're only two hours down the interstate from the Twin Cities (Minneapolis and St. Paul), and about 90 minutes from Fargo, ND. Once you're here, you'll find plenty to explore: try the Carlos Creek Winery, the Minnesota Lakes Maritime Museum, and other local hotspots! So no matter the time of year (including holidays!), Arrowwood Resort is the perfect getaway for families, friends, groups, retreats, conventions, and more.



The front desk clerk is responsible for greeting and monitoring visitors and for providing assistance to customers. Job duties include checking in and out guests, helping customers with questions, answering the phones, making reservations and performing front desk related administrative tasks. Front desk employees must have a clean and impeccable appearance and exceptional customer service skills. Participants will be responsible for taking payment for hotel rooms as well as small items customers wish to purchase from concession area. This position requires a strong understanding of U.S. currency, and the ability to work a computer based system and/or a credit card machine. Participants must be patient, optimistic and cheerful to perform this job successfully.

Summer Work Travel

FRONT DESK CLERK

HOUSING & TRANSPORTATION

Host Employer assists with housing, and it will be a Trailer Home.

- **Housing** is not required for the job placement but is recommended by your Host Employer.
- **Participants** may be required to sign a housing agreement. By signing the program information guide and/or housing agreement, participants are agreeing to stay at housing that has been pre-arranged for the entire length of the agreement.
- **You** will be required to make initial housing payments upon arrival, which could include security deposit & setup fee.
- **Any** damage to the property will result in participants paying the cost as determined by the housing management.
- **Detailed** housing arrangement will be disclosed by GEC prior to arrivals.
- **Housing** cost is approximately \$110 per week and paid and \$220 biweekly via payroll deduction.
- **Your** Host Employer will assign rooming lists based on arrival/departure dates and specific roommates may not be guaranteed.
- **When** offered the placement, by signing the Work Agreement and Program Information Guide, exchange visitors assume responsibility to read the housing rules and abide by all terms and conditions.
- **Various** Transportation options available and might include Public Transportation, Taxi/Shuttle Service, & Ride Share (Uber/Lyft).

The above information is accurate at this time, but final placement arrangements are subject to change. When you have been selected, please carefully review your final placement details in your Program Information Guide. It is your responsibility to read and understand your placement details BEFORE signing your work agreement and Program Information Guide acknowledgment form that indicates the acceptance of your placement details.

While the work component of your program will provide some funds throughout your program, your wages earned in the U.S. may not cover all of your living expenses or the costs associated with expenses to come to the U.S. Use the budget section in your Participant Handbook to ensure you have enough funds.



ALEXANDRIA, MINNESOTA

Alex-and-dria (al-ig-zan-dree-uh) 1. The perfect place to vacation and enjoy beautiful lake country. 2. Birthplace of America steeped in tradition and a rich history. 3. A booming micropolitan thriving in manufacturing, health services, food processing, and more.

Alexandria, Minnesota, is a charming city filled with fun activities and beautiful sights. Known for its stunning lakes, friendly atmosphere, and rich history, it offers something for everyone. Whether you're a nature lover, history buff, or just looking for a fun day out, there's plenty to keep you entertained.

From outdoor adventures to unique local shops, Alexandria is a great place to spend time with family and friends. Just two hours from Minneapolis, Alexandria is one of the state's most popular lake destinations, and for good reason. With several museums, breweries, a winery and distillery, parks for cross-country skiing and hiking, plus cozy coffee shops, an adorable downtown, and great shopping, it has lots to offer year-round.