



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Galveston Park Board - Boddeker Road
Site of Activity Address: 1923 Boddeker Road, Galveston, TX, 77550, United States

JOB INFORMATION

Job Title Cashier
Start date - Earliest 2025-05-23 Latest 2025-06-15
End date - Earliest 2025-08-30 Latest 2025-09-15
Guaranteed salary/wage per hour before deductions 13.15 \$ per hour
Average hours per week 32
Required Interviews Sponsor Interview, Host Interview

HOUSING INFORMATION

Housing Model Participant arranged

EXCHANGE VISITOR SECTION

Table with 2 columns: Exchange Visitor Printed Name, Date of birth, Program Start Date, Program End Date, Signature, Date

Sponsor or agency representative name

I confirm that I have read, understood, and agreed to the conditions outlined in this job offer. I agree to adhere to all Alliance Abroad and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application.

Section 1

HOST ENTITY INFORMATION

Table with 2 columns: Entity name, Description, Web site, Primary contact name, Title, Phone 1

Email	tpryor@galvestonparkboard.org
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## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	1923 Boddeker Road, Galveston, TX, 77550, United States
Job Title	Cashier
Special requirements	<p>*Please be aware that housing for this job offer is Participant Arranged Housing– this means that prior to arrival YOU are responsible to locate and secure your own housing for the duration of the program.</p> <p>Must be willing to work outdoors in all weather conditions. Typically it is bright sun and very hot (on average between 95 and 101 degrees Fahrenheit at the hottest point of the day). Must be able to stand for the majority of the shift (some breaks will be given).</p>
Position details and description	<p>Cashier/Gate Attendant:</p> <p>Job Duties and Responsibilities Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Greet and interact with Guest in a positive, friendly and professional manner.</li> <li>- Answer customers' questions, and provide information on products, policies and procedures.</li> <li>- Bag or wrap merchandise after purchase.</li> <li>- Offer customers carry-out service at the completion of transactions.</li> <li>- Compute and record totals of transactions.</li> <li>- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.</li> <li>- Establish or identify prices of goods, services or admission, and sum bills using calculators, cash registers, or optical price scanners.</li> <li>- Issue receipts, refunds, credits, or change due to customers.</li> <li>- Maintain clean and orderly checkout areas.</li> <li>- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.</li> <li>- Process merchandise returns and exchanges.</li> <li>- Receive payment by cash, check, credit cards, vouchers, or automatic debits.</li> <li>- Request information or assistance using paging systems.</li> <li>- Resolve customer complaints.</li> <li>- Sort, count, and wrap currency and coins.</li> <li>- Weigh items sold by weight in order to determine prices.</li> <li>- Calculate total payments received during a time period, and reconcile this with total sales.</li> <li>- Stock shelves, and mark prices on shelves and items.</li> <li>- Complete additional duties as assigned by supervisor.</li> </ul>
Department	Park Operations
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<p><i>Work schedule: 7:30AM- 8PM</i></p> <p><i>Attendants are always scheduled to be there 30 minutes prior to park opening times</i></p> <p><i>When parks open at 8:00 am participant need to be in 7:30</i></p> <p><i>When parks open at 9:00 am participant need to be in 8:30</i></p> <p><i>Clock out times are always 30 minutes past gate closing</i></p> <p><i>This may vary on busy days, during special events, or poor weather.</i></p>
Average hours per week	32

Guaranteed salary/wage per hour before deductions Employers must lawfully abide by their state and local minimum wage laws for tipped and non-tipped positions. As minimum wage increases annually, even if it is in the middle of a J-1 Summer Work Travel program, employers must follow their state minimum wage laws and increase pay for any employees who's wages do not meet the new state minimum. Participants should be compensated the higher of federal, state or local minimum wage. If an employee's tips combined with their hourly wage do not meet the minimum wage requirement, the employer must make up the difference.	\$13.15
Is Overtime available	No
Overtime wage (if applicable)	No overtime offered
Required skills	Typically it is bright sun and very hot (on average between 95 and 101 degrees Fahrenheit at the hottest point of the day). Must be able to stand for the majority of the shift (some breaks will be given).
Required experience	Must have cash handling skills, familiarity US currency and customer service skills would be an advantage.
English level	Excellent
Supervisor	Justin Painter

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Participant must maintain a clean and neat professional appearance.
Dress code	Company provided blue t-shirts.  Employees must provide khaki shorts or pants and closed toe shoes. Sandals and flip flops are not allowed.  Employees may wear baseball hats if they wish, but they must supply their own hat.  Make sure to bring sunscreen and mosquito spray.  If Uniform is lost you will need to purchase a new one. Avg Cost if purchased in the US (Shoes, pants/shorts & extra uniform shirt) \$50 -\$80
Uniform provided?	Yes
Cost to Exchange Visitor	None
When is uniform fee due	Depends on what student brings and what they need to purchase when they arrive
Screening	
Host Entity will require a drug test	Yes
Host Entity will provide the drug test	Yes

Description of drug screening policy	The drug test is the first day of training. If participants fail the drug test they no longer have a position with this company
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	None
When is screening fee due	None
Payment	
Payment schedule	bi_weekly
Description	*Must bring passport and I-94 form on the first day or participant won't be able to work  If the weather is extremely poor, participants are still expected to report for work. The only instance that may lead to a reduction in hours would be in the event of a major weather incident such as a hurricane or general poor weather
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Participants should be expected to be in training for at least 3-7 days, possibly more.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3-7 days
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	None
When is training fee due	N/A

## Section 4

### HOUSING INFORMATION

If company provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the job offer.

Does Host Entity provide temporary housing?	No
Duration of temporary housing	N/A
Cost of temporary housing	N/A

### *Housing Lead 1*

Housing model	Participant arranged

Gender requirement	Any
Housing type	Other
Housing name	Gigi Guillory's House
Contact name	Gigi Guillory
Address	1911 45th street, Galveston, TX, 77550
E-mail	MsGuillory1@yahoo.com
Phone	(832) 880-5731
Housing cost	350.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	250.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	<p>Housing rent cost is subject to change based on availability. Housing rate is per person, per bed. There are 2 bunk beds per room, which means 4 participants and 4 beds per room. Participants are not responsible for paying their roommates portion of rent. There is no smoking on the property; if you violate the no smoking policy it is a \$50 fine per individual or per resident if it cannot be determined who is violating the no smoking policy.</p> <p>Additional housing at this address: 1907 48th street, Galveston, TX- rent is \$400 for this housing</p>
Is deposit refundable	Yes
Can housing be co-ed	Yes
Distance between work site and housing	Varies- depending on the work place, but should not be more than miles each way
Transportation details	Galveston Public Transportation: <a href="https://www.galvestontx.gov/393/Transportation">https://www.galvestontx.gov/393/Transportation</a>
Description	<p>Standard 2-3-4 bedroom furnished houses. Prices subject to change prior to program start date.</p> <p>Please contact housing directly to confirm pricing; pricing listed above is subject to change without notice and cannot be guaranteed.</p>
Number of beds per room	4
Number of bedrooms	8
Exchange Visitors per property	30
Exchange Visitors per room	4
Bathrooms per property	7

Bedding and towels	Yes
Bedding and towel payment due	Bedding and towels are provided- but participants MUST bring their own as well
Kitchen facilities	Yes - Stove, oven, microwave, dishwasher, coffee maker
Additional items must bring	Before you arrive in the US and begin your AAG program, visit our partner DormCo.com for your housing needs to order the essential supplies you'll need while in the US and have it delivered to your housing for you. This is the best place to find an impressive selection of affordable living essentials like bedding, furniture and overall room accessories.
Additional comments	Housing rent cost is subject to change based on availability. Housing rate is per person, per bed. There are 2-3 bunk beds per room, which means 4-6 participants and 4-6 beds per room. Participants are not responsible for paying their roommates portion of rent. There is no smoking on the property; if you violate the no smoking policy it is a \$50 fine per individual or per resident if it cannot be determined who is violating the no smoking policy.
Included in cost	The rent is per month per student: \$350/month  Additional housing at this address: 1907 48th street, Galveston, TX- rent is \$400 for this housing  Utilities Cable TV Internet
Additional items included in cost	Bicycle for riding
Administration fee	100.0
Administration fee due	Prior to arrival - Application, administration, and operation fees
Housing deposit due	Upon arrival the deposit due is: \$250 per person  Please note that there is also a \$150/per person refundable deposit, if everything in the house is left in good conditions.
Housing deposit refundable	Yes
Further information on housing refund policy	Yes - Housing deposit is \$250 (\$100 is non refundable- as prices are subject to change prior to program start date); partial housing deposit may be refunded at the end of the program if there is no damage left to the property
Lease required	Yes
Length of lease	3 Months
Further information on length of lease	1911 45th Street, Galveston, TX  Additional housing at this address: 1907 48th street, Galveston, TX- rent is \$400 for this housing
Fees additional comments	Housing rent cost is subject to change based on availability. Housing rate is per person, per bed. There are 2 bunk beds per room, which means 4 participants and 4 beds per room. Participants are not responsible for paying their roommates portion of rent. There is no smoking on the property; if you violate the no smoking policy it is a \$50 fine per individual or per resident if it cannot be determined who is violating the no smoking policy.

Additional housing at this address: 1907 48th street, Galveston, TX- rent is \$400 for this housing

## Housing Lead 2

Housing model	Participant arranged
Gender requirement	Any
Housing type	Other
Housing name	Maria Alverdin Housing
Contact name	Maria Alverdin
Address	5707 Avenue Q 1/2, Galveston, TX, 77551
E-mail	mariaalverdin@icloud.com
Phone	(409) 457-4585
Housing cost	375.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	200.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Distance between work site and housing	Varies- depending on the work place, but should not be more than 5 miles each way
Transportation details	Participants can use the public transportation here: <a href="https://www.galvestontx.gov/393/Transportation">https://www.galvestontx.gov/393/Transportation</a>  Uber, Taxis
Description	Housing rent and deposit cost is subject to change based on availability. Housing rate is per person, per bed. There are 2-3 bunk beds per room, which means 4-6 participants per room, no bed sharing. Participants are not responsible for paying their roommates portion of rent. There is no smoking on the property; if you violate the no smoking policy it is a \$50 fine per individual or per resident if it cannot be determined who is violating the no smoking policy.  Housing Address to Report to: 5707 Avenue Q 1/2, Galveston, TX 77551 This is the address to report, he has 6 houses.

	<p>May be placed at following housing addresses: 5803 ave Q1/2; 5801 ave Q1/2; 5718 ave Q1/2; 5707 ave Q1/2; 4302 ave O 1/2; some houses are for 6-8 or 12 persons</p> <p>Please contact housing directly to confirm pricing; pricing listed above is subject to change without notice and cannot be guaranteed.</p>
Number of beds per room	4
Number of bedrooms	4
Exchange Visitors per room	4
Bathrooms per property	2
Bedding and towels	No
Bedding and towel payment due	Bedding and towels are provided- but participants MUST bring their own as well
Kitchen facilities	Yes - Stoves, dishes, silverware, pots, pans
Additional items must bring	Personal items, Bedding, pillow cases, linen, duvet and towels Depending on the housing- there are 1 - 4 bathrooms per house
Additional comments	Housing rate is per person, per bed. There are 3-4 beds per room, which means 3-4 participants per room, no bed sharing. Participants are not responsible for paying their roommates portion of rent. There is no smoking on the property; if you violate the no smoking policy it is a \$50 fine per individual or per resident if it cannot be determined who is violating the no smoking policy.
Included in cost	The rent is per month per student: \$375/month  Utilities Cable TV Internet
Administration fee	100.0
Administration fee due	Prior to arrival
Housing deposit due	\$200 Housing deposit is refundable if everything is left in good conditions.  \$100 Admin fee is non-refundable.
Housing deposit refundable	Yes
Further information on housing refund policy	Yes - \$200 of the deposit is refundable at end of program if the participant stayed the agreed upon amount of time and the housing is left clean and without damages. \$100 kept as an administrative fee.
Lease required	No
Length of lease	3 Months
Further information on length of lease	This is a short term lease - 3 months lease required.



## Section 5

### ARRIVAL INSTRUCTIONS

Alliance Abroad provides Orientation to all Exchange Visitors either in the Exchange Visitors home country or in the United States. If Exchange Visitors attend Orientation in their home country, they will travel directly to the Host Entity upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host Entity after Orientation is completed.

Closest port of entry airport	IAH - George Bush Intercontinental/Houston (Houston, TX)
Nearest airport to site of activity	HOU - William P Hobby (Houston, TX)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Participants MUST ARRIVE to Galveston 2 to 3 days before Start Date. Specific orientation details to be sent 2 weeks prior to arrival. THIS IS A FIRM START DATE FOR TRAINING. PARTICIPANTS MUST ATTEND ORIENTATION/TRAINING.</p> <p>Before planning to arrive to Galveston make sure you book your airport transportation in advance, otherwise you will have to pay between \$150-\$200 for a taxi upon arrival at the airport. The following website will provide the various options on how to arrange airport transfer and please book one prior to arrival.</p> <p>Galveston Limousine Shuttle Services has routine shuttles daily at 10:30 am, 12:30 pm and 4:00 pm <a href="https://galvestonlimo.com/airport-shuttle/">https://galvestonlimo.com/airport-shuttle/</a></p> <p>Additional transportation options include: Republic Limo- <a href="http://www.republiclimo.com/index.php">http://www.republiclimo.com/index.php</a> - Reservation in advance is required minimum of 32 hr. When booking they need to ask for the Senior Military Rate to receive a \$10 discount (they included AAG on their discount program).</p> <p>Galveston Express- <a href="http://galvestonexpress.com/">http://galvestonexpress.com/</a> - minimum of 24 hr reservation required. Rates information available on the website. The shuttle is working Friday- Sunday and every other Monday and Thursday.</p> <p>If you arrive late at night and none of the transportation options are available to you at that time, you will need to make arrangements to stay at the nearby hotel/motel until the next day.</p> <p>Nearby Houston Airport - approx \$89/night: Airway Inn 2221 Greens Road Houston, TX 77032 (281) 443-9922 <a href="https://www.usamotels.top/airway-inn-houston/">https://www.usamotels.top/airway-inn-houston/</a></p> <p>Motel in Galveston: Quality Inn and Suites - Beachfront 5924 Seawall Blvd, Galveston, TX 77551 <a href="http://www.qualityinngalveston.com">www.qualityinngalveston.com</a> 409-740-1088</p> <p>AAG will send more details regarding orientation and further company specific instructions closer to arrival. Company does not provide transportation to or from work. Participants should be able to walk or bike to/from work.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Participant arranged housing
Preferred arrival days	Monday - Friday
Preferred arrival times	8am - 5pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	2835 GULF FRWY SOUTH League City, TX 77573
Distance of SSO from SOA	30 min by car
Will Host Entity provide transportation to the nearest Social Security office	Yes
Will Host Entity help Exchange Visitors make copies of the necessary documents	Yes

Section 7

POTENTIAL CULTURAL ACTIVITIES

Cultural events will be provided by the AAG Outreach Coordinator
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