

J-1 WORK AND TRAVEL PROGRAM
JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Wall Drug Store Inc
Site of Activity Address: 510 Main Street, Wall, SD, 57790, United States

JOB INFORMATION

Job Title Common Area Attendant
Start date - Earliest 2025-05-01 **Latest** 2025-07-01
End date - Earliest 2025-08-13 **Latest** 2025-10-31
Guaranteed salary/wage per hour before deductions 15.00 \$ per hour
Estimated tips N/A
Average hours per week 32 - 40
Required Interviews Sponsor Interview, Host Interview

HOUSING INFORMATION

Housing Model Host company provided

EXCHANGE VISITOR SECTION

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 Geovisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change jobs without receiving prior permission from Geovisions, or if I violate other Geovisions rules or J-1 program regulations, Geovisions may end my program early, and I will be required to return home. I understand that if my program ends due to regulation violations it may have a negative impact on future U.S. visa applications.

Section 1

HOST ENTITY INFORMATION

Entity name	Wall Drug Store Inc
Web site	www.walldrug.com
Primary contact name	Amanda Frink
Title	HR Director

Phone 1	605-279-2175
Fax	605-279-2699
Email	walldrug2@gwtc.net

Section 2

DETAILED JOB INFORMATION

Site of Activity address	510 Main Street, Wall, SD, 57790, United States
Job Title	Common Area Attendant
Special requirements	<p>Physical Demands:</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> - While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. - The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds. - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. <p>Work Environment:</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> - While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually loud. <p>Mathematical Skills:</p> <p>Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</p> <p>Language Skills:</p> <p>Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.</p> <p>Reasoning Ability:</p> <p>Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.</p> <p>***Although we are excited to offer this desirable job located in a remarkable and natural setting, please note that this role is in a remote location, and accessing a secondary workplace may be challenging due to limited transportation options. Additionally, cell service and wifi may be intermittent and/or primarily available in</p>

	<p>certain locations within the housing or work location.***</p> <p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p>
Position details and description	<p>Cleaner/Maintenance Crew:</p> <p>Keeps premises of offices, restaurant, department and outdoor areas in clean and orderly condition by performing the following duties:</p> <ul style="list-style-type: none"> - Cleans fixtures, surfaces, and trim. - Cleans shops, hallways, dining rooms, kitchens, rest rooms, stairways, and other work areas. - Sweeps, scrubs, and oils floor. - Washes windows - Empties wastebaskets and empties and cleans outdoor ashtrays. - Transports trash and waste to disposal area. - Replenishes bathroom supplies. - Assist in the restaurant as needed during busy times. - Replaces light bulbs. - Shovels snow. - Transports merchandise and supplies between departments. - Unloads trucks and checks for accuracy on packing slips at the time of delivery. - Take mail to the post office. - Answer customer questions. - Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, sockets, switches, and window glass. - Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets. - Performing regular cleaning duties, which includes sweeping, dusting, mopping, and vacuuming. - Maintaining all outdoor areas, which entails mowing, trimming, and edging the lawn as well as shoveling snow and ice as required. - Inspecting control panels and electrical wiring to detect any issues that require immediate attention. - Taking inventory of maintenance supplies and notifying the Supervisor of low or depleted supplies. - Promptly responding to requests for emergency repairs and clean-ups. - Ensuring that all maintenance equipment is in good working order. - Complete additional tasks assigned by supervisor based on business needs.
Department	Grounds/Maintenance/Cleaner
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Rotating shift: earliest start time 6:30 am, latest work time is 10 pm so the shifts could vary between 6:30 am - 10:30 am /11:30 am - 3:30 pm and 1 pm – 5 pm/6 pm – 10pm.</i>
Average hours per week	32 - 40
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.	\$15.00
Is Overtime available	Yes
Overtime wage (if applicable)	Overtime may be offered, but not guaranteed.

Required skills	<ul style="list-style-type: none"> - Prolonged periods walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling. - Must be physically able to operate power equipment. - Must be able to lift up to 50 pounds at a time. - Must be able to work in a variety of weather conditions. - Ability to operate various types of power equipment including lawnmowers, trimmers, hedge trimmers, leaf blowers, and other landscaping equipment. - Ability to use hand tools required for landscaping. - Ability to follow instructions and complete assignments. - Extensive knowledge of landscaping techniques and processes. - Excellent time management skills.
Required experience	N/A
English level	Good
Supervisor	Amanda Frink

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> - Neat, clean and professional appearance - Good hygiene is important
Dress code	<ul style="list-style-type: none"> - In our café areas and the Country Store, it is essential to maintain a high standard of personal hygiene. In addition to reporting to work thoroughly clean, you must wash your hands frequently, and immediately after using the toilet, handling garbage, smoking, or handling money. - Food handlers must maintain extremely stringent standards for cleanliness and sanitation. Food handlers must use antibacterial hand soap, sanitary gloves, sanitizing solutions to clean tools and surfaces and hair restraints. They must also keep fingernails trimmed to ¼ inch or less. - Food handlers must also wash their hands immediately before beginning work, after returning to the work area, after touching their face or hair, after picking anything up off the floor and at frequent intervals during the workday. - It is also essential to remove any aprons, green hats, and gloves prior to taking a break outside or using the restroom. - You must wear your name tag with your real first name or a proper, appropriate nickname on it, high on the chest area and visible at all times while working anywhere in the store. - You must wear a company provided uniform top and the appropriate pants. - The only tops that can be worn while working are the company provided smocks and the provided denim tops or green polo tops or any approved t-shirts and sweatshirts. - Employees who work in retail, café, maintenance or at Wall Auto Livery are allowed to wear black slacks, the Company-provided denim skirt or blue or black jeans in good condition, with no holes. - Leggings, Capri pants, athletic pants, shorts, and sweatpants are NOT appropriate workplace attire. - Employees must be clean shaven or wear a mask to cover beards.
Uniform provided?	Yes
Cost to Exchange Visitor	Average cost of pants and shoes, if purchased in the US \$50 - \$80
When is uniform fee due	Upon purchase.
Screening	
Host Entity will require a drug test	No

Will Exchange Visitors incur a cost for screening	No
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On the job training and orientation is upon arrival. Students will be trained by employees
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 hour orientation. Training provided as needed.
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	N/A
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
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Housing Lead 1

Housing model	Host company provided
Gender requirement	Any
Housing type	House
Housing name	Wall Drug Store Housing
Contact name	Amanda Frink
Address	, Wall, SD, 57790

E-mail	walldrug2@gwtc.net
Phone	605-279-2175
Housing cost	85.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	100.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Housing is furnished
Distance between work site and housing	0.5 mile
Transportation details	<ul style="list-style-type: none"> - Public transportation is not available. - You can walk anywhere you need to go. - Bikes are available to rent.
Description	<ul style="list-style-type: none"> - The Host Company has multiple properties and your housing location will be sent to you closer to your arrival in the US. - Number of bedrooms/bathrooms per property will vary. - Bedding will be provided at no cost.
Number of beds per room	2
Number of bedrooms	2
Exchange Visitors per property	4
Exchange Visitors per room	2
Bathrooms per property	1
Bedding and towels	No
Kitchen facilities	Kitchens will be fully furnished.
Additional items must bring	<ul style="list-style-type: none"> - Towels and Washcloth - Personal Items
Additional comments	N/A
Included in cost	Water, Electricity, Internet, Sewer and Trash
Additional items included in cost	N/A

Housing deposit due	Upon arrival
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> - The house must be in the same clean/undamaged condition it was when they arrived. We coach them on what needs to be done to give them the most opportunity to get their refund back. - Must pass housing inspection. - Employee must be in good standing. - Employee must work until the end date of their DS-2019 form. - Must provide Host Company with Social Security information. - Copy of DS 2019 Form must be submitted to your Host Company.
Lease required	No

Section 5

ARRIVAL INSTRUCTIONS

Geovisions 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	Rapid City Regional Airport
Nearest airport to site of activity	Rapid City Regional Airport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email your flight itinerary to your Host Company at walldrug2@gwtc.net at least two (2) weeks prior to your arrival in the US. They will arrange for pick up from the airport.</p> <p>Please also add the details of your visa appointment/outcome and flight itinerary in the Participant Portal.</p> <p>Your Host Company will pick you up at Rapid City Regional Airport as long as you provide your arrival information to your Host Company.</p> <p>** Please WhatsApp your Host Company before you arrive in the US. You will be advised where to meet the driver.</p> <p>Should you arrive outside of the preferred arrival time, please see the information below for accommodation.</p> <p>Hotel Information: La Quinta Inn & Suites by Wyndham Rapid City 1416 N Elk Vale Rd, Rapid City, SD 57703 Cost: from \$130 per night (2 people sharing)</p> <p>Transportation (Rapid City Regional Airport to La Quinta Inn and Suites) Uber XL/Lyft XL Cost: from \$26 per ride (2 people sharing)</p> <p>*All costs are subject to change without notice. Participants must call or visit website for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Housing
Phone number	605-279-2175

Preferred arrival days	Monday - Friday
Preferred arrival times	07:00 am - 22:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	2200 N. Maple Ave #301, Rapid City, SD 57701
Distance of SSO from SOA	52.3 miles
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
Other Social Security assistance provided	<ul style="list-style-type: none"> - Assistance will be provided as needed - You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office. - GeoVisions recommends waiting 10 days for optimal success. - Please be sure to bring all your required documents including the printed version of your I-94 and printed version of your DS-2019 (please note more than just these two documents are required to bring). - Please contact support@geovisions.com with any questions.

Section 7

POTENTIAL CULTURAL ACTIVITIES

Badlands National Park
Wall Drug Store parties
Wall Celebration PRCA Rodeo (3 days)
National Grasslands Visitor Center