

J-1 WORK AND TRAVEL PROGRAM  
**JOB OFFER AGREEMENT FORM**

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Kalahari Resort Round Rock TX  
Site of Activity Address: 3001 Kalahari Blvd, Round Rock, TX, 78665, United States

JOB INFORMATION

Job Title Retail Associate  
Start date - Earliest 2025-05-22 Latest 2025-05-22  
End date - Earliest 2025-08-30 Latest 2025-09-07  
Guaranteed salary/wage per hour before deductions 13.00 \$ per hour  
Estimated tips None  
Average hours per week 32  
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 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. If I change jobs without receiving prior permission from Alliance Abroad, or if I violate other Alliance Abroad rules or J-1 program regulations, Alliance Abroad 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	Kalahari Resort Round Rock TX
Description	While Kalahari Resorts & Conventions may have been voted as the "World's Coolest Indoor Waterparks!", they're more than just America's largest indoor waterparks – they're also authentically-African themed resorts, state-of-the-art convention centers, world-class dining, luxurious spas, diverse shopping experiences, cutting-edge arcades, and thrilling theme parks.

	Most importantly, though, they are where memories are made. Locations include Round Rock, Texas, the Pocono Mountains, Pennsylvania, Sandusky, Ohio and Wisconsin Dells, Wisconsin.
Web site	<a href="https://www.kalahariresorts.com/texas/">https://www.kalahariresorts.com/texas/</a>
Primary contact name	Rickly Canales
Title	Human Resources Director
Department	HR
Phone 1	5125823443
Email	rcanales@kalahariresorts.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	3001 Kalahari Blvd, Round Rock, TX, 78665, United States
Job Title	Retail Associate
Special requirements	<p>Participant is required to live at the housing facilities provided in this offer. If participant is terminated or leaves placement, he must vacate housing within three days.</p> <p>Must have ability to work with US currency.</p> <ul style="list-style-type: none"> <li>· Must be able to work in a stationary position for long periods of times (up to 8 hours).</li> <li>· Must be able to use all five senses without</li> <li>· Must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.</li> </ul>
Position details and description	<p>Retail Sales Associates are responsible to provide fast, friendly, and accurate check out services for customers using computerized cash register systems. As the primary contact between the customers and the company, they are expected to deliver top quality customer service and be friendly and engaging when interacting with guests to project a positive image of the company.</p> <p>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> </ul>

	<ul style="list-style-type: none"> <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	Retail
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Varies, may include weekdays, weekends, nights, and holidays. 4-7 days per week, 6 - 8 hour shifts that fall between 8 a.m. - 10 p.m.</i>
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.	\$13.00
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	Ability to work with US currency.
Required experience	None
English level	Excellent
Supervisor	Christina Safady

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	See attached Conditions of Employment and grooming standards
Dress code	<p>Students will be responsible for providing the following items, which may be purchased in their home country or upon arrival to the U.S. at discount retailer such as Wal-Mart (<a href="http://www.walmart.com">www.walmart.com</a>):</p> <ul style="list-style-type: none"> <li>-Black closed-toed shoes (cannot be a tennis shoe)</li> <li>-Black pants or slacks (cannot be leggings or tights)</li> </ul> <p>The other uniform items will be purchased through the Resort and deducted from paycheck and cost will vary from \$70 - \$100.</p>

Uniform provided?	Yes
Cost to Exchange Visitor	\$70 - \$100
When is uniform fee due	Payroll deducted
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	If participant is screened randomly or under suspicion of drug use, and drug test is required, host entity will supply drug test.
Description of drug screening policy	Participant may be screened randomly or under suspicion of drug use. If drug test is positive, participant will be terminated from employment with Kalahari.
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	N/A
When is screening fee due	N/A
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	Employee rate on park admission. Good performance is rewarded with tokens that are redeemable for various prizes.
Estimated tips	None
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General orientation is 2-4 hours and is paid.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	2-4 hours
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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Duration of temporary housing	N/A
Cost of temporary housing	N/A

### Housing Lead 1

Housing model	Host company provided
Gender requirement	Any
Housing type	Dormitory
Housing name	Kenney Fort House - Summer 2025
Contact name	Moana Lute
Address	670 Kenney Fort Blvd, Round Rock, TX, 78665
E-mail	mlute@kalahairesorts.com
Phone	512-582-5848
Housing cost	110.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	250.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	<p>MUST HAVE \$520 cash at check in to move in:  \$250 Deposit and \$50 Admin Fee (\$250 refundable upon successful completion of program; \$50 non-refundable admin fee) as well as your first 2 weeks' prorated rent.</p> <p>Participants need to:</p> <ol style="list-style-type: none"> <li>1) Make housing arrangement as soon as VISA is granted;</li> <li>2) Keep the Housing Manager up-to-date regarding any arrival date and any changes;</li> <li>3) Coordinate an actual check-in time, so the Housing Manager can be on property upon late arrival;</li> <li>4) Bring \$520 to the check in, to move-in</li> </ol> <p>Each participant will receive the "Dorm in a Box" package upon check in that has all the necessities needed for the first week in the housing: toilet paper, Kleenex, plastic utensils, coffee mug, lock, hygiene products, trash bags, laundry token, detergent etc. The package cost is \$22 and it is payroll deducted.</p> <p>Participant must provide arrival date and time to housing manager in advance to secure housing. Failure to provide this information could result in the loss of placement.  *</p> <p>Please note that weekly housing costs will start to be deducted on the first full paycheck instead of the very first check which normally only includes a partial pay period.</p> <p>IMPORTANT TO NOTE: HOUSING COSTS START ON THE DATE OF ARRIVAL. THE FEES INCURRED FROM THE START OF THE ARRIVAL WILL BE ADDED TO DEDUCTION TOTAL AND WILL BE SEEN ON THE FIRST FULL PAY CHECK.</p>

	OPTIONAL: TO PAY FOR THESE DAYS IN ADVANCE (PLEASE SEE HOUSING MANAGER IF PREFER TO PAY IN CASH). **
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Computer area, community living room with TV
Distance between work site and housing	Less than 1 mile
Transportation details	There is a walking path that goes from housing to Kalahari Resort under the main road. It would be about a 10-minute walk.
Description	<p>You will receive a welcome email from Kalahari to set up a housing portal. You MUST make housing reservation through portal at least two weeks prior to arrival.</p> <p>Housing is a dormitory where four participants will share a bedroom. Each participant will have his/her own bed and cabinet. The four participants will share a bathroom, refrigerator, and microwave. There is a full kitchen available for use in the common area.</p> <p>IT IS MANDATORY FOR THE PARTICIPANT TO INFORM HOUSING OF ARRIVAL. COMMUNICATION WILL BE SENT IN BY THE HOUSING MANAGER WITH INSTRUCTIONS ON HOW TO SET UP EMPLOYEE HOUSING PORTAL *</p>
Number of beds per room	4
Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	No
Cost of bedding and towels	22.0
Bedding and towel payment due	Payroll deducted
Kitchen facilities	Full kitchen located on main floor. All participants have ability to use this kitchen, and it is shared among everyone.
Additional items must bring	Participants should bring all personal items.
Additional comments	<p>The \$22 charge is for Welcome box which includes sheets, towels, dishes, and silverware.</p> <p>There is a laundry room with coin-operated machines; \$1 to wash and \$1 to dry.</p>
Included in cost	Basic utilities
Administration fee	50.0
Administration fee due	upon arrival

Housing deposit due	upon arrival
Housing deposit refundable	Yes
Further information on housing refund policy	Housing deposit (up to \$250) is refundable if the following conditions are met: - no outstanding fees due to housing. - living space is free from damage. - participant remains throughout entirety of program.
Lease required	No
Fees additional comments	<p>MUST HAVE \$520 cash at check in to move in:  \$250 Deposit and \$50 Admin Fee (\$250 refundable upon successful completion of program; \$50 non-refundable admin fee) as well as your first 2 weeks' prorated rent.</p> <p>Participants need to:  1) Make housing arrangement as soon as VISA is granted;  2) Keep the Housing Manager up-to-date regarding any arrival date and any changes;  3) Coordinate an actual check-in time, so the Housing Manager can be on property upon late arrival;  4) Bring \$520 to the check in, to move-in</p> <p>Each participant will receive the "Dorm in a Box" package upon check in that has all the necessities needed for the first week in the housing: toilet paper, Kleenex, plastic utensils, coffee mug, lock, hygiene products, trash bags, laundry token, detergent etc. The package cost is \$22 and it is payroll deducted.</p> <p>Participant must provide arrival date and time to housing manager in advance to secure housing. Failure to provide this information could result in the loss of placement.  *</p> <p>Please note that weekly housing costs will start to be deducted on the first full paycheck instead of the very first check which normally only includes a partial pay period.</p> <p>IMPORTANT TO NOTE: HOUSING COSTS START ON THE DATE OF ARRIVAL. THE FEES INCURRED FROM THE START OF THE ARRIVAL WILL BE ADDED TO DEDUCTION TOTAL AND WILL BE SEEN ON THE FIRST FULL PAY CHECK. OPTIONAL: TO PAY FOR THESE DAYS IN ADVANCE (PLEASE SEE HOUSING MANAGER IF PREFER TO PAY IN CASH). **</p>

## 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	AUS - Austin-Bergstrom Intl (Austin, TX)
Nearest airport to site of activity	AUS - Austin-Bergstrom Intl (Austin, TX)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please submit your arrival information at least 2 weeks before your start date in your AAG participant portal.</p> <p>You must arrange your own transportation from the airport to your housing address before you arrive.</p> <p>Taxi Option  Austin Cab Company  (512) 478-2222  Open 24hrs  Estimated Fare of \$60 from Airport</p>

	<p>You should plan to arrive Monday-Friday, 8am-5pm. In the event you need a place to stay for the 1st night in Austin, here is an option:          Comfort Suites Austin Airport          7501 E. Ben White Blvd., Austin, TX 78741          (512) 386-6000  <a href="https://www.choicehotels.com/texas/austin/comfort-suites-hotels/tx573">https://www.choicehotels.com/texas/austin/comfort-suites-hotels/tx573</a>          Approx. \$70/night</p> <p>Austin Metro: <a href="https://www.capmetro.org/">https://www.capmetro.org/</a></p> <p>YOU WILL REPORT TO YOUR HOUSING ADDRESS: 670 S. Kenney Fort Blvd., Round Rock, Texas 78665. AFTER ARRIVAL, YOU WILL WAIT FOR AN EMAIL FROM KALAHARI HUMAN RESOURCES ALERTING YOU TO YOUR ORIENTATION DATE. DO NOT REPORT TO KALAHARI PRIOR TO YOUR ORIENTATION DATE.</p> <p>Housing contact: Moana Lute, <a href="mailto:mlute@kalahariresorts.com">mlute@kalahariresorts.com</a></p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Housing
Phone number	512-582-5848
Preferred arrival days	1- 2 days prior to program start date on DS Form
Preferred arrival times	8am-5pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	3010 Williams Dr Suite 150 Georgetown, TX 78628
Distance of SSO from SOA	14 miles
Will Host Entity provide transportation to the nearest Social Security office	No
Will Host Entity help Exchange Visitors make copies of the necessary documents	Yes
Other Social Security assistance provided	Taxi or Uber is recommended to get to the Social Security office.

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Cultural activities will be advertised by Alliance Abroad and Kalahari. Kalahari has associate activities that participants are encouraged to attend.
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## Condition of Employment

### **-Pre-Employment Agreement-**

Dear Fellow Potential Associates:

Thank you for your interest in Kalahari Resorts – and the opportunity to grow with our family. As the hospitality employer of choice, we are committed to providing products and services beyond expectations and to be the area’s premier guest experience. It is important that we adhere to strict grooming appearance standards so we can reflect the highest quality of products and services to our guests.

**If hired, these conditions start on the day you report to Orientation. If for any reason you do not comply with the Grooming Standards listed below, you will not be able to attend Orientation and start your employment.**

#### **Clothing:**

All personal clothing and assigned uniform garments are expected to be neat, clean, pressed, and in good condition. Frayed, faded, torn, threadbare, or patched garments are not acceptable.

Kalahari Resort has a “Resort Business Casual Attire” appearance standard during work hours. **Inappropriate attire examples are, but not limited to, the following:**

- Casual or athletic shorts or cut-offs
- Sundresses, midriff, dresses or mini-skirts that are shorter than 2 inches above the knee when sitting down
- See-through fabrics, midriff tops, or clothing that is excessively revealing, low cut, or worn in a manner that is unsuitable for a professional work environment or where it distracts from the orderly conduct of business
- Tube, tank or halter tops
- Sandals, flip flops, tennis, running or athletic shoes (unless approved by department manager), mountain or biker boots
- Associates working in non-public and non-uniformed areas may wear open-toed dress shoes unless specifically prohibited under safety, hygiene, or management restriction.
- Spandex clothing, stretch pants, stirrup pants, sweat pants/sweatshirts, jeans
- Clothing that displays graphics, logos, or lettering, other than Kalahari Resort approved, is not acceptable attire.

## Conditions of Employment Continued:

### Hair:

- Hair must be worn in a manner that does not block side vision, cover the name badge, or present a safety problem. Hair color and accessories must be appropriate and not extreme.
- Male hairstyles cannot exceed below the top edge of the shirt collar and cannot be longer than two (2) inches over the ear. Ponytails are not permitted and sideburns must compliment hairstyle and cannot exceed past the bottom of the ear opening.
- Mustaches are permitted HOWEVER, they must be in good taste, well trimmed, groomed and maintained. Styles will be subtle and not extreme. Management reserves the right to restrict the wearing of mustaches in certain areas.
- Male associates must be clean-shaven at all times. Beards and goatees are **not** permitted.

### Tattoos:

- Visible tattoos are **not** permitted in most Front-of-the-House areas. Tattoos may be permitted, at management discretion, in other areas.

### Jewelry:

- Jewelry shall be worn in good taste and appropriate for Resort standards. Only pins (except decorative), buttons, badges, etc. authorized and issued by Kalahari Resorts may be worn.
- Male associates are **not** permitted to wear earrings. Female associates may wear no more than two earrings in one ear (ear lobe area only); earrings must be appropriate and in good taste and must not hang more than two (2) inches from the attachment or be larger than a nickel.
- Rings are acceptable, provided they are of appropriate hand scale and no larger than a traditional class ring. Associates may wear no more than two (2) rings on both hands. Wedding sets are considered one (1) ring.
- Visible body piercing (nose, eye, tongue, etc.) is **not** permitted and jewelry must be removed while on property.

### Fingernails:

- Fingernails must be clean and manicured. If nail polish is worn it must be in good taste and subtle, not extreme. Management reserves the right to restrict the wearing of nail polish and nail length in certain areas due to sanitation/health requirements.

### Glasses:

- Associates may wear regular eyeglasses which may be of a "transitions" type. Tinted glasses that prevent direct eye contact are not permitted (unless specifically prescribed by a licensed ophthalmologist for medical reasons).

**Conditions of Employment Continued:**

**Personal Hygiene:**

- Associates reporting to work must present a neat and clean appearance, which should include the absence of offensive body odors and proper attention to oral hygiene.
- Associates should avoid the use of heavy fragrances. The use of perfumes, colognes, and aftershave lotions, which are light and subtle are permitted.

**Additional Conditions of Employment:**

- Report to work on time in compliance with all policies when scheduled.
- Provide hospitable and exceptional guest services in every task performed.
- Uniforms are purchased by associates during orientation or just before their first work shift in the department. They are able to be payroll deducted and are considered property of the associate.

Kalahari Resorts is committed to providing the area's premier guest experience. As such, we take our grooming standards very seriously.

**If hired, you are expected to attend New Hire Orientation with the proper grooming standards listed above.**

If you have any questions concerning the above information please call the Human Resources Department at Wisconsin Dells 608-254-5466 ext. 43273 or Sandusky 419-433-7200 ext. 34030