

J-1 WORK AND TRAVEL PROGRAM
JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Woodward West
 Site of Activity Address: 28400 Stallion Springs Dr, Tehachapi, CA, 93561, United States

JOB INFORMATION

Job Title Room Attendant
Start date - Earliest 2025-05-26 **Latest** 2025-06-15
End date - Earliest 2025-08-16 **Latest** 2025-08-31
Guaranteed salary/wage per hour before deductions 16.50 \$ 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	Woodward West
Web site	https://www.woodwardwest.com/
Primary contact name	Rene Lecour
Title	Camp Operations Director

Phone 1	828-232-8972
Email	rlecour@woodwardwest.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	28400 Stallion Springs Dr, Tehachapi, CA, 93561, United States
Job Title	Room Attendant
Special requirements	<p>Proficient conversational English required.</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 there is no opportunity for second jobs. Additionally, cell service and wifi may be intermittent and/or primarily available in 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>Housekeeping</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Safe handling of cleaning products and chemicals and proper operation of cleaning equipment. - Clean a specified number of rooms within a designated amount of time. - Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met. - Change bed linens and make the beds. - Replenish towels, linens, toilet tissue, toiletries and complimentary supplies. - Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas. - Keep storage areas and carts well-stocked and clean. - Dust and polish furniture and equipment. - Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines. - Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds. - Wash windows, walls, ceilings, and woodwork as necessary to meet company standards. - Carry heavy items and use a wheeled cart to transport supplies. - Attention to detail, customer assistance and service is a critical part of this position. - Complete additional duties as assigned by supervisor.
Department	Housekeeping
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>6-to-8-hour shifts may vary between 6:00 am and 22:00 pm and will be scheduled Monday through Sunday.</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	\$16.50

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.	
Is Overtime available	No
Overtime wage (if applicable)	In certain circumstances overtime may be approved, but not guaranteed on normal schedule.
Required skills	In addition to a strong command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> - Good physical health - Ability to walk up and down stairs, kneel and bend frequently - Work with chemicals - Lift up to 25lbs/11kg - Strong attention to detail and efficiency - Maintain grooming standards - Positive attitude
Required experience	Not required, but prior Hospitality Experience is preferred. Cleaning, Laundry, Customer Service, or other Hospitality Industry skills preferred.
English level	Good
Supervisor	Chelsea Mers

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> - Participant should have a clean, neat and professional appearance. - No tattoos which are lewd or obscene in nature may be viewable by children.
Dress code	<ul style="list-style-type: none"> - Staff uniform shirts provided. - Student responsible for presentable bottoms (jeans or slacks) and close-toed shoes while working.
Uniform provided?	Yes
Cost to Exchange Visitor	0.00
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A

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	weekly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	N/A
Description	The park is a leader in action and adventure camps- everything from BMX, parkour, scooter, skate and more.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	90-Minute General Orientation, Ongoing Department-Specific and On-The-Job training to follow. General Orientation consists of all information necessary for any employee of Woodward. Department-Specific orientation will be based on the individual's role and on-the-job training will be ongoing throughout the summer as needed.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	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
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	28400 Stallion Springs Dr
Contact name	Chelsea Mers
Address	28400 Stallion Springs Dr, Tehachapi, CA, 93561
E-mail	cmers@woodwardwest.com
Phone	828-232-8972
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	100.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	N/A
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Housing amenities	Basic amenities provided
Distance between work site and housing	On site
Transportation details	N/A
Description	<ul style="list-style-type: none"> - Dormitory - Housing is provided free of charge. - Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately. <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 certain locations within the housing or work location.***</p>
Number of beds per room	12 - 16
Number of bedrooms	Multiple
Exchange Visitors per property	7
Exchange Visitors per room	7
Bathrooms per property	Communal Bathrooms with multiple showers toilets and shower stalls.

Bedding and towels	No
Bedding and towel payment due	Bedding and towels are not provided and students need to bring bedding sheets and towels
Kitchen facilities	BEDS, KITCHEN TABLE, LIVING ROOM FURNITURE, COOKING FACILITIES
Additional items must bring	Participant to bring along personal items, Bedding, Toiletries, Leisure Clothing.
Additional comments	Laundry is not onsite but there will be transportation days to go into town and use local laundry facilities.
Included in cost	- On site meals included.
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"> - Housing deposit will be refunded if housing is left undamaged and in the same condition upon arrival. 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
Further information on length of lease	N/A
Fees additional comments	N/A

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.

Best Arrival Airport	Meadows Field Airport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email your flight arrival information to Chelsea Mers at cmers@woodwardwest.com at least two (2) weeks prior to your arrival in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Woodward Camp Transportation Team will pick you up from Bakersfield Meadows Airport, facilitate a store trip (Target, Walmart, Etc.) and transport students to Woodward.</p> <p>MUST COORDINATE PICKUP WITH HOST COMPANY AT LEAST TWO WEEKS PRIOR TO ARRIVAL</p>
Should Exchange Visitors contact Host Entity before	Yes

arrival	
Upon arrival, Exchange Visitors should report	Host Company
Phone number	828-232-8972
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 17:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	5300 Office Park Dr, Bakersfield, CA 93309
Distance of SSO from SOA	55,0 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"> - Will assist as far as possible. - 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

-Tehachapi Loop -Tehachapi Depot Railroad Museum -Tangleweed Farm - Canine Creek Dog Wash & Pet Boutique -Triassic Legacy Vineyards
