



J-1 WORK AND TRAVEL PROGRAM

**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Kitty Hawk Kites - New Jersey  
Site of Activity Address: 701 Broadway, Barnegat Light, NJ, 08006, United States

**JOB INFORMATION**

**Job Title** Retail Associate  
**Start date - Earliest** 2025-05-01 **Latest** 2025-06-15  
**End date - Earliest** 2025-09-01 **Latest** 2025-09-30  
**Guaranteed salary/wage per hour before deductions** 15.49 \$ per hour  
**Estimated tips** N/A  
**Average hours per week** 32 plus  
**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	Kitty Hawk Kites - New Jersey
Web site	<a href="https://www.kittyhawk.com/">https://www.kittyhawk.com/</a>
Primary contact name	Marie White
Title	Human Resources Manager
Phone 1	(609) 342-0956
Email	hr@kittyhawk.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	701 Broadway, Barnegat Light, NJ, 08006, United States
Job Title	Retail Associate
Special requirements	<ul style="list-style-type: none"><li>- The work environment for this position is generally an indoor controlled environment.</li><li>- Noise level is moderate; expect noises like office machines and light traffic.</li><li>- May be requested to work overtime overtime and weekends during the company's in-season time period.</li><li>- About 1/3 of time will be spent climbing, balancing, stooping, kneeling, crouching or crawling.</li><li>- One-third to two-thirds of time will be spent using one's hands to finger, handle or feel, as well as talking or hearing.</li><li>- Visions required: close, color, peripheral, depth perception and ability to adjust focus.</li><li>- Some other physical demands come from continuous computer work, cash register work, sales floor work, events works and mail order work.</li><li>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</li></ul>
Position details and description	<p>Retail Sales Associate:</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><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 Sales Associate
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Schedule will vary between 08:00 am - 23:00 pm</i>
Average hours per week	32 plus
Guaranteed salary/wage per hour before deductions	\$15.49

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.	
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	In addition to a strong command of English, this position can be physically demanding and may require: <ul style="list-style-type: none"> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift).</li> <li>- Frequent bending and stooping.</li> <li>- Lifting up to 25lbs. /11 kgs.</li> <li>- Accuracy and basic math skills are important.</li> <li>- Must possess a high level of integrity.</li> <li>- Must possess a positive attitude and work well with other team members.</li> <li>- Basic computer skills with ability to learn register</li> <li>- Basic math skills</li> <li>- Ability to communicate with coworkers and guests</li> <li>- Ability to learn tasks quickly, accurately and multi-task</li> </ul>
Required experience	Experience in the retail field is preferred.
English level	Good
Supervisor	Marie White

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	<ul style="list-style-type: none"> <li>- Three (3) uniform shirts will be provided</li> <li>- (1) Name tag will be provided</li> <li>- Participant will need to purchase or bring along appropriate length shorts, pants and shoes.</li> </ul>
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
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	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
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?	Yes
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	Other
Housing name	Barnegat Light (LBI)
Contact name	Marie White
Address	701 Broadway, Barnegat Light, NJ, 08006
E-mail	hr@kittyhawk.com, jobs@kittyhawk.com
Phone	(609) 342-0956, 252-305-2629
Housing cost	105.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	400.0
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
Distance between work site and housing	On site
Transportation details	<a href="https://www.nj.gov/nj/trans/buses/">https://www.nj.gov/nj/trans/buses/</a>
Description	<ul style="list-style-type: none"> <li>- 4 Bedrooms (sleeps 5)</li> <li>- 2 full bathrooms and 1 with tub/shower</li> <li>- Bedroom 1: 2 twins</li> <li>- Bedroom 2: 1 full</li> <li>- Bedroom 3: 1 full</li> <li>- Bedroom 4: 1 full</li> </ul>
Number of beds per room	1 - 2
Number of bedrooms	4
Exchange Visitors per property	5
Exchange Visitors per room	1 - 2
Bathrooms per property	2 - 3
Bedding and towels	No
Bedding and towel payment due	N/A
Kitchen facilities	Furnished including basic kitchen (plates, pot and pans etc.)

Additional items must bring	- Personal Items - Bedding and Towels
Additional comments	Rent is \$210 bi-weekly  Housing addresses may vary depending on availability. While we will make every effort to accommodate roommate requests, we cannot guarantee them, as they are subject to availability.
Housing deposit due	Due upon arrival
Housing deposit refundable	Yes
Further information on housing refund policy	\$50.00 non-refundable cleaning fee and \$350.00 refundable deposit.  Check in/check out lists provided house should be left clean with all personal property removed and no damage other than normal wear and tear.  Communicate with hr@kittyhawk.com and jobs@kittyhawk.com when leaving.  Deposit will be refunded after inspection
Lease required	Yes
Length of lease	4 Months

## 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	Ocean County Airport
Airport/bus/train pickup provided	No
General arrival instructions	Please email the details of your flight arrival information to Marie White at hr@kittyhawk.com at least two (2) weeks prior to your arrival information in the US.  Please copy jobs@kittyhawk.com and BMcCubbin@kittyhawk.com on the communication.  Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.  Please see the below overnight accommodation and transport information suggestions for arrival outside the preferred arrival days and times:  Accommodation near Philadelphia International Airport  Accommodation: Clarion Hotel Philadelphia International Airport  Address: 76 Industrial Highway, Essington, PA, 19029  Contact: (610) 521-9600  Cost: from \$121 per night  UberX/Lyft: from \$15 per ride

	<p>Accommodation near Ocean County Airport</p> <p>Accommodation: Quality Inn near Toms River Corporate Park</p> <p>Address: 2016 Highway 37, Manchester Township, NJ, 08759</p> <p>Contact: (732) 967-2790</p> <p>Cost: from \$119 per night</p> <p>UberX/Lyft: from \$20 per ride</p> <p>Please note that costs are subject to change. Participants are encouraged to call or visit websites for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company
Phone number	1st option (609) 342-0956 2nd option (252)305-2629 3rd option (252) 202-6282
Preferred arrival days	Monday - Friday
Preferred arrival times	9:00 am - 19:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	2620 Yorktowne Blvd, Brick Township, NJ 08723
Distance of SSO from SOA	41 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	No
Other Social Security assistance provided	<ul style="list-style-type: none"> <li>- Assistance will be provided where necessary.</li> <li>- You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office.</li> <li>- 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).</li> <li>- Please contact support@geovisions.com with any questions.</li> <li>- Travel day to and from are not paid time.</li> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Historic Cold Spring Village
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Morey's Piers
Museums
Wildwood Crest Boardwalk
Wildwood Crest Boat Rentals