



J-1 WORK AND TRAVEL PROGRAM

**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Shutters on the Banks  
Site of Activity Address: 405 S. Virginia Dare Trail, Kill Devil Hills, NC, 27948, United States

**JOB INFORMATION**

**Job Title** Room Attendant  
**Start date - Earliest** 2025-05-15 **Latest** 2025-05-30  
**End date - Earliest** 2025-08-30 **Latest** 2025-09-02  
**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour  
**Estimated tips** N/A  
**Average hours per week** 32  
**Required Interviews** 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	Shutters on the Banks
Description	Shutters on the Banks is a one-of-a-kind Outer Banks hotel on the oceanfront in Kill Devil Hills, North Carolina.
Web site	<a href="https://www.shuttersonthebanks.com/">https://www.shuttersonthebanks.com/</a>
Primary contact name	Stephanie Amin
Title	General Manager

Phone 1	2524415581
Email	stephanie@shuttersonthebanks.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	405 S. Virginia Dare Trail, Kill Devil Hills, NC, 27948, United States
Job Title	Room Attendant
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>Room Attendant:</p> <ul style="list-style-type: none"> <li>- Employees must appreciate hard work; enjoy working with others; take pride in a job well done and be committed to providing first-class service to guests.</li> <li>- The work is highly customer service oriented. Employees must be willing to do various cleaning jobs and must be willing to work on their feet all day. This is a great job for someone who likes to move around a lot and not stay in one place for their entire shift.</li> <li>- Housekeepers assist in the cleaning and maintenance of Hotel guest rooms as well as public spaces of the resort.</li> <li>- You must arrive by the date agreed upon at the interview, and listed on your work offer, and are expected to work until the last day listed on your work offer.</li> <li>- You will be expected to arrive to work on time, every day, and dressed in proper uniform. No visible tattoos or piercings are permitted. Males must be clean shaven.</li> <li>- Shutters on the Banks has high standards of cleanliness and guest service. You will be expected to make sure you perform your job responsibilities as taught in training and according to company standards.</li> <li>- Since you will have interaction with the guests, advanced English is required.</li> </ul> <p>Required Duties:</p> <ul style="list-style-type: none"> <li>- Safe handling of cleaning products and chemicals and proper operation of cleaning equipment.</li> <li>- Clean a specified number of rooms within a designated amount of time.</li> <li>- Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met.</li> <li>- Change bed linens and make the beds.</li> <li>- Replenish towels, linens, toilet tissue, toiletries and complimentary supplies.</li> <li>- Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas.</li> <li>- Keep storage areas and carts well-stocked and clean.</li> <li>- Dust and polish furniture and equipment.</li> <li>- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.</li> <li>- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds.</li> <li>- Wash windows, walls, ceilings, and woodwork as necessary to meet company standards.</li> <li>- Carry heavy items and use a wheeled cart to transport supplies.</li> <li>- Attention to detail, customer assistance and service is a critical part of this position.</li> <li>- Complete additional duties as assigned by supervisor.</li> </ul>
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.	<ul style="list-style-type: none"> <li>- <i>You will work mostly day shifts (09:00 am - 16:00 pm)</i></li> <li>- <i>It may not be possible to have a set schedule each week.</i></li> <li>- <i>Working weekends and holidays is required.</i></li> </ul>

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.	\$15.00
Is Overtime available	Yes
Overtime wage (if applicable)	\$22.50 per hour. Overtime is offered but not guaranteed.
Required skills	In addition to a strong command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> <li>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Work with chemicals</li> <li>- Ability to lift up to 25lbs/11kgs and to pull a cart up to 50lbs/23kgs</li> <li>- Strong attention to detail and efficiency</li> <li>- Maintain grooming standards</li> <li>- Positive attitude</li> </ul>
Required experience	N/A
English level	Good
Supervisor	Stephanie Amin

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> <li>- Neat, clean, professional appearance.</li> <li>- No visible piercings or tattoos</li> <li>- Males to be clean shaven</li> </ul>
Dress code	<ul style="list-style-type: none"> <li>- Uniform shirts are provided.</li> <li>- Participants must provide their own black pants and black, closed-toed nonslip shoes.</li> </ul> <p>Approximate cost: \$50 - \$80 (pants and shoes) if purchased in the US.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost: \$50 - \$80 (pants and shoes) if purchased in the US.
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	Reasonable suspicion of impairment at work
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	Student must meet job expectations (no excessive call-in absences, productivity and respect for the workplace and associates) and must stay until the agreed end date.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General Orientation - On job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 5 days
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	House
Housing name	110 E. Carlton Avenue, Kill Devil Hills
Contact name	Svetlana Volodina
Address	110 E. Carlton Avenue, Kill Devil Hills, NC, 27948
E-mail	svetlana@shuttersonthebanks.com
Phone	(252) 441-5581
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	250.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	None
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	Yes
Housing amenities	TV, Internet (use of Computer) and all utilities
Distance between work site and housing	0.0 Miles
Transportation details	On site
Description	<ul style="list-style-type: none"> <li>- Housing is right next door to the restaurant.</li> <li>- Rent is due bi-weekly.</li> <li>- Bedding is provided. Participants should bring along their own towels.</li> <li>- Housekeepers for Shutters will be living on the lower level of 110 E. Carlton Avenue and Crew Members for Dairy Queen will be living on the upper level of 110 E. Carlton Avenue. These two levels have separate entrance doors.</li> </ul> <p>Lower Level: 1 bedroom; 1 bathroom - This will be for Room Attendants. There are 2 bunk beds with 4 beds in this room.</p> <p>Upper Level: 3 bedrooms; 2 bathroom - This will be for Crew Members. All rooms have 1 - 2 bunk beds per room.</p>
Number of beds per room	2 - 4

Number of bedrooms	4
Exchange Visitors per property	8 - 12
Exchange Visitors per room	2 - 4
Bathrooms per property	3
Bedding and towels	No
Bedding and towel payment due	N/A
Kitchen facilities	cooking utensils, pots/pans, dishes, and/or glasses provided (50% off food at Dairy Queen during your shift)
Additional items must bring	- Participants should bring along their own towels. - Personal items.
Additional comments	Bedding linens will be provided but no towels.
Included in cost	TV, Internet (use of Computer) and all utilities
Additional items included in cost	None
Administration fee due	N/A
Housing deposit due	You must bring the first 2 weeks rent (250.00) plus your deposit (\$250) upon move in. (\$500.00 due on arrival).
Housing deposit refundable	Yes
Further information on housing refund policy	- 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. - \$200.00 housing deposit will be refunded if housing is left undamaged and in the same condition as it was upon arrival. \$50 will be maintained for cleaning.
Lease required	Yes
Length of lease	4 Months
Further information on length of lease	- Lease begins the day student arrives at the house and it ends no later than a week after DS-2019 Form end date. - Rent begins when student arrives at the house and ends no later than one week after the students DS-2019 form work date ends.
Fees additional comments	None

## 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	Norfolk, VA ; Norfolk International Airport (ORF)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Pre-Arrival Notes: Send Stephanie Amin (stephanie@shuttersonthebanks.com) and Svetlana Volodina (svetlana@shuttersonthebanks.com) your arrival information a minimum of 2 weeks before you arrive in the U.S.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>For more specific details please contact Stephanie Amin stephanie@shuttersonthebanks.com or Svetlana Volodina svetlana@shuttersonthebanks.com - 252-441-5581</p> <p>For those arriving outside the preferred arrival times, please see the taxi and hotel info for overnight accommodation.</p> <p>Accommodation Hampton Inn Norfolk/Virginia Beach 5793 Greenwich Rd, Virginia Beach, VA 23462 Contact number: +1 757-490-9800 Cost: from \$166 per night (2 people sharing)</p> <p>Transportation Coastal Transportation <a href="https://coastalcab.com/">https://coastalcab.com/</a> Contact number: 252-449-8686</p> <p>*Costs are subject to change - Participants are encouraged to call or visit websites for most recent rates</p> <p>When you arrive you must go to the office before your housing. The office is at Shutters on the Banks hotel. You should ask for Nicholas Nuzzi when you arrive. You must bring the first 2 weeks rent (250.00) plus your deposit (\$250) upon move in. (\$500.00 due on arrival).</p> <p>GeoVisions Emergency Information: Office Hours: 8:30 AM EST – 4:30 PM EST Office Phone Number: 603-363-8248 24-HOUR EMERGENCY SUPPORT LINE: 1-888-830-9455 support@geovisions.com www.geovisions.com</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Shutters on the Banks Hotel - Nicholas Nuzzi
Phone number	252-441-5581
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00am - 5:00pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1865 W City Dr, Elizabeth City, NC 27909, USA
Distance of SSO from SOA	54 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	- Assistance will be provided where necessary. - 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

- Wright Brothers National Memorial - Light Houses - Jockey's Ridge - The Lost Colony Theater - Elizabethan Gardens
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