



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Clarks Market Snowmass Village

Site of Activity Address: 16 KEARNS RD, SNOWMASS VILLAGE, CO, 81615, United States

JOB INFORMATION

Job Title Retail Associate

Start date - Earliest 2025-05-15 **Latest** 2025-06-15

End date - Earliest 2025-08-31 **Latest** 2025-09-30

Guaranteed salary/wage per hour before deductions 20.00 \$ per hour

Estimated tips None

Average hours per week 38

Required Interviews Sponsor Interview

HOUSING INFORMATION

Housing Model Participant arranged

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	Clarks Market Snowmass Village
Description	<p>The mix of products in Clark's Market now reflects 40 years of that business practice. Tom Clark put the strategy to use several times over, as starting in the early '90s he began purchasing other small grocery stores on the Western Slope of Colorado and in Utah and Arizona. With locations now in Snowmass Village, Crested Butte, Telluride, Norwood and Blanding, Utah, Clark's continues to expand their family focused brand. In the summer of 2017, Clark's opened its newest store in Sedona, AZ.</p> <p>Each store has its own personality, based on the community where it resides. In resort communities, Clark's is known as a conventional grocery store that emphasizes natural, organic and gourmet products. In the more rural country stores, Clark's is a conventional store that gives people the product mix that they need, and products that help them stretch their dollars as far as they can. It's important for us to listen to</p>

	people, keep our ear to the ground and make sure we're giving people the products they want, Clark says.
Web site	https://clarksmarket.com/snowmass
Primary contact name	Karen Oakley
Title	HR Assistant
Phone 1	970-925-5295 ext. 101
Email	karen@clarksmarket.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	16 KEARNS RD, SNOWMASS VILLAGE, CO, 81615, United States
Job Title	Retail Associate
Special requirements	<ul style="list-style-type: none"> - Exposure to temperatures 32-40 degrees (refrigerators) and the ability to work in a cold/wet environment. - Should your position at Clarks terminate you will be given one (1) week to move out of your housing. - Housing is Participant Arranged which means that YOU are responsible for securing YOUR OWN accommodation prior to your arrival in the United States.
Position details and description	<p>Grocery Clerk/Associates:</p> <ul style="list-style-type: none"> - Manage and maintain the storage conditions of goods received in the warehouse. - Coordinate retail space activities, dispose of trash and manage the cleanliness of the storeroom. - Provide customer service since they work in a visible space on the floor while arranging merchandise. - Stock the shelves of the warehouse with goods and keep inventory. - Receive merchandise that comes into the warehouse and ensure that the merchandise is unloaded and stored according to established procedure. - Maintain the cleanliness of the store and enhance the appearance of the store by adopting the most appropriate display techniques. - Complete additional duties as assigned by supervisor.
Department	Grocery Clerk
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Students may not work in positions requiring work hours that fall predominantly between the hours of 10:00 p.m. and 6:00 a.m.</i>
Average hours per week	38
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	\$20.00

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 times normal wage (for anyone that works over 40 hours in one week)
Required skills	In addition to a strong command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> - Good verbal communication and interpersonal skills - Excellent customer service skills - Exceptional work ethic and strict adherence to company policy and sales goals - Ability to work flexible hours and multitask in a fast-paced environment - Strong organizational skills and detail-oriented - Ability to work in a team and independently with minimum supervision - Time management and ability to prioritize tasks given - Willingness to learn about new items and procedures quickly
Required experience	Not Applicable
English level	Good
Supervisor	Georg Yoder

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat & Clean Appearance. No shorts, sweatpants or baggy pants. No sandals, open toed shoes or high heels. Hairstyle is neat & conservative, moderate makeup, conservative jewelry, no artificial nails in food area
Dress code	Neat & Clean Appearance. No shorts, sweatpants or baggy pants. No sandals, open toed shoes or high heels. Hairstyle is neat & conservative. Neat & Clean Appearance, moderate makeup, conservative jewelry, no artificial nails in food area. Participant is required to provide conservative slacks or jeans & non-slip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 (shoes)
When is uniform fee due	Not Applicable
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	Yes
Description of drug screening policy	If an employee is injured on the job then Clark's Market will administer a drug test.

Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	\$0
When is screening fee due	\$0
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	At the end of the authorized employment period specified in the DS-2019 form, the employee will be eligible for a season ending bonus of USD \$2.00 /hr for every hour worked from first day worked to last day worked at Clark's Market if: 1) S/he remains an active employee throughout this period of time. 2) There have been no documented and communicated unsatisfactory conduct or performance issues throughout the period of employment. The seasonal bonus will be paid to eligible employees no later than one pay period after the employee's last day of work for Clark's Market.
Estimated tips	None
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	All Participants will train with an American employee with pay.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 - 2 days
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	Not Applicable
When is training fee due	Not Applicable

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	Not Applicable

Housing Lead 1

Housing model	Participant arranged
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Gender requirement	Any
Housing type	Apartment
Housing name	Marolt Ranch
Contact name	Leasing Agent
Address	100 Marolt Place , Aspen , CO, 81611
E-mail	maroltranch@cityofaspen.com/maroltranch@aspen.gov/help@burlingamehousing.com
Phone	9709205050/970-920-0101
Web Address	https://www.apcha.org/176/Marolt-Ranch
Housing cost	1398.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Housing fees - additional comments	N/A
Is deposit refundable	No
Deposit refund policy	No
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	The kitchenette consists of a microwave, small refrigerator, bar sink and closet.
Distance between work site and housing	8 miles to Snowmass Store 1.8 miles to Aspen Store
Transportation details	- Local bus that travels between Snowmass and Aspen. - Bus service is FREE throughout the area-2 different bus lines.
Description	<p>THIS HOUSING IS FIRST COME, FIRST SERVE. There will not be enough units to house all J-1 students. The units have two rooms and a kitchenette. The rooms are approximately 13 feet by 12 feet with one room in the front, one in the back. The kitchenette and bathroom are in the middle. The kitchenette consists of a microwave, small refrigerator, bar sink and closet.</p> <p>Housing is Participant Arranged which means that YOU are responsible for securing YOUR OWN accommodation prior to your arrival in the United States.</p> <p>Cost of Housing per unit: approximately \$1398 per unit (up to 3 people per unit)</p>
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	Yes
Kitchen facilities	The kitchenette consists of a microwave, small refrigerator, bar sink and closet.
Additional items must bring	- Personal items
Additional comments	You will be issued a box of Goods Blanket, Towels, Dishes, etc. that you will need to return to Clarks Market in good condition, otherwise the value of said Goods will be deducted from your Security Deposit.
Included in cost	N/A
Additional items included in cost	N/A
Housing deposit due	N/A
Housing deposit refundable	No
Further information on housing refund policy	Should your position at Clarks terminate you will be given 1 week to move out of your housing.
Lease required	Yes
Length of lease	4 Months
Further information on length of lease	Employment with Clarks Market is dependent on you remaining in this housing for the duration of your employment.
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	Aspen Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to Karen Oakley at karen@clarksmarket.com at least two weeks prior to your arrival in the United States.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</p> <p>Here are some website links to find transportation suggestions to get you from the Denver International Airport to the Aspen/Snowmass area.</p> <p>Please make sure that you have your transportation from the airport all set up before your arrival.</p>

	<p>1. www.mountainreadyrides.com</p> <p>2. www.rome2rio.com/s/Denver-Airport-DEN/Snowmass</p> <p>Please see the below overnight accommodation for late arrivals:</p> <p>1. Accommodation:</p> <p>Quality Inn & Suites near Denver International Airport Address: 6890 Tower Road, Denver, CO, 80249 Contact number: (303) 371-5300 Cost: from \$95 per night</p> <p>UberX/Lyft: from \$20 per ride</p> <p>2. Accommodation:</p> <p>Wildwood Snowmass near Aspen/Pitkin County Airport (ASE) Address: 40 Elbert Lane, Snowmass Village, CO 81615 Contact number: +1 970-923-8400 Cost: from \$155 per night</p> <p>UberX/Lyft: from \$15 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	970 923-9575
Preferred arrival days	Monday to Friday
Preferred arrival times	8:00 am - 18:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	120 Midland Ave #140, Glenwood Springs, CO 81601, USA
Distance of SSO from SOA	41.8 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 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

Hiking
Mountain Biking
Fireworks
Art and Museum tours