



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Ramada Plaza Nags Head Oceanfront
Site of Activity Address: 1701 S. Virginia Dare Trail, Kill Devil Hills, NC, 27948, United States

JOB INFORMATION

Job Title Room Attendant
Start date - Earliest 2025-05-01 **Latest** 2025-06-15
End date - Earliest 2025-08-30 **Latest** 2025-09-30
Guaranteed salary/wage per hour before deductions 13.00 \$ per hour
Estimated tips N/A
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 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	Ramada Plaza Nags Head Oceanfront
Web site	https://www.ramadaplazanagshead.com
Primary contact name	Erica Ortiz
Title	Human Resources Coordinator
Department	Human Resources
Phone 1	252-441-2151

Email	HR@ramadaplazaobx.com
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Section 2

DETAILED JOB INFORMATION

Site of Activity address	1701 S. Virginia Dare Trail, Kill Devil Hills, NC, 27948, United States
Job Title	Room Attendant
Special requirements	<p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p> <p>Before accepting this position, please know that you will need to be able to RIDE A BICYCLE. There is no public transportation in the area. You CANNOT learn to ride a bicycle while you are on program.</p>
Position details and description	<p>Houseperson</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Cleans rugs, carpets and upholstered furniture using a vacuum cleaner, broom and carpet shampoo machine. - Cleans rooms, hallways and restrooms. - Washes walls and ceiling, moves furniture and turn mattress. - Sweeps, mops, scrubs, waxes. vacuums and polishes floor. - Dusts and polishes metalwork. - Collects soiled linen for laundering from housekeeping carts. - Assists in keeping the lobby area clean, neat and free of debris and trash as needed. - Receives linen supplies from laundry and stocks linen closets on guest floors in a neat organized manner. - Maintains housekeeping carts and stocks supplies. - Strips soiled linen from beds when asked to help housekeepers. - Removes trash collected by room attendants. - Walks all assigned floors at beginning, throughout the day and end of shift to collect trash, soiled linen and other items as assigned by management. - Transports clean linen to the housekeeping storage rooms on the floors and refills the par stock of linen on each floor. - Refills the par stock of guest amenities and supplies on each housekeeping storage area. - Helps the room attendants with heavy lifting and special cleaning projects as directed. - Cleans all public areas in the prescribed manner while following department standard operating procedures. - Removes soiled linen and trash from the pool side and other service areas and takes to appropriate locations in the prescribed manner. - Assists housekeeping with placing bed boards, roll-ways beds, extra bed etc. in appropriate fashion per standard operating procedures. - Reports missing / found articles, damage or merchandise problems to the housekeeping supervisor and managers. - Responds at all times in a friendly, helpful manner to guests and other colleagues. - Handles any tasks assigned by the supervisors as and when needed. - Complete additional duties as assigned by supervisor.
Department	Houseperson
<p>Work schedule</p> <p>Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.</p>	<p><i>Schedule may vary</i></p> <p><i>06:00 am - 00:00am (midnight)</i></p> <p><i>Students will either work the day shift and or the evening shift.</i></p>

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	No
Overtime wage (if applicable)	N/A
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, stoop, kneel, crouch, or crawl and bend frequently - Able to work in confined spaces. - Able to tolerate exposure to dust and cleaning chemicals. - Lift and carry up to 40 lbs/18 kg - Strong attention to detail and efficiency - Maintain grooming standards - Positive attitude
Required experience	N/A
English level	Good
Supervisor	Erica Ortiz

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	- Uniform shirts are provided. - Participants must provide their own black or khaki pants or knee length shorts (NO JEANS) and black, closed-toed nonslip shoes. Clean cut, no facial piercings or visible tattoos.
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost: \$50 - \$100 (pants and shoes) if purchased in the US
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	bi_weekly
Allowances, bonuses, and/or incentives	Free shift meal
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	7 - 14 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	Dormitory
Housing name	Atlantic Street Inn
Contact name	Tonia Cohen
Address	205 E Atlantic St , Kill Devil Hills, NC, 27948
E-mail	tonia.cohen@ramadaplazaobx.com
Housing cost	150.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	200.0
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	Yes
Is renters insurance required	No
Housing amenities	Basic amenities provided
Distance between work site and housing	10 minute walk
Transportation details	There is no public transportation in the area, you need to be able to ride a bicycle. You cannot learn to ride a bicycle while on the program.
Description	Housing is subject to change based on availability. Participants may be housed in another approved property other than listed above. Any and all rent and rule obligations will be set by the homeowner or home manager. Please ensure you communicate with employer prior to arrival to secure and arrange housing and have all necessary information. Housing address will be updated upon arrival.
Number of beds per room	2 - 3
Number of bedrooms	5
Exchange Visitors per property	11
Exchange Visitors per room	2
Bathrooms per property	6

Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Basic facilities provided
Additional items must bring	Personal items
Additional comments	<p>Housing is subject to change based on availability. Participants may be housed in another approved property other than listed above. Any and all rent and rule obligations will be set by the homeowner or home manager. Please ensure you communicate with employer prior to arrival to secure and arrange housing and have all necessary information. Housing address will be updated upon arrival.</p> <p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p> <p>All Participants must be out of the house no later than 5 days from the end of their program.</p>
Included in cost	N/A
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	Upon Arrival
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> - Students to return all issued items, key to the house and not leave house damaged then deposit will be refunded. - 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	Norfolk International Airport (ORF)
Airport/bus/train pickup provided	No
General arrival instructions	Please email the details of your flight itinerary to Erica Ortiz to HR@ramadaplazaobx.com at least two weeks prior to your arrival.

	<p>Please add the details of your visa appointment/outcome and your flight arrival information in the participant portal.</p> <p>Your Host Company is situated about 80 miles away. (+/- 1 hour to 40 minutes from Norfolk International Airport (ORF))</p> <p>If you arrive outside the preferred arrival days and times, you will be responsible for seeking accommodation with a hotel.</p> <p>Accommodation: Econo Lodge At Military Circle 865 N. Military Highway, US 13, Norfolk, VA, 23502 (757) 461-4865 Cost: from \$80 per night</p> <p>UberX/Lyft: from \$17 per ride</p> <p>** 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	Erica Ortiz
Phone number	252-441-2151
Preferred arrival days	Monday-Friday
Preferred arrival times	9:00 am - 17:00 pm

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	56 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	<ul style="list-style-type: none"> - Assistance will be provided as needed - 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

