



## J-1 WORK AND TRAVEL PROGRAM

# JOB OFFER AGREEMENT FORM

**Exchange Visitor ID number**

### HOST ENTITY INFORMATION

Host Entity Name: Columbus Hospitality - World Equestrian Center - Wilmington  
Site of Activity Address: 4095 State Route 730, Wilmington, OH, 45177, United States

### JOB INFORMATION

**Job Title** Public Area Attendant  
**Start date - Earliest** 2025-05-01 **Latest** 2025-05-30  
**End date - Earliest** 2025-08-25 **Latest** 2025-09-30  
**Guaranteed salary/wage per hour before deductions** 15.00 \$ 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	Columbus Hospitality - World Equestrian Center - Wilmington
Primary contact name	Beth Nichols
Title	Manager
Phone 1	(937) 382-0985
Email	BNichols@columbushospitality.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	4095 State Route 730, Wilmington, OH, 45177, United States
Job Title	Public Area 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>Public Space Attendant</p> <p>PRIMARY RESPONSIBILITIES:</p> <p>Ensure the safety of all guests and guests' belongings. Dust all ledges and frames. Clean and maintain all public areas and restrooms. Stock and organize housekeeping closets during shift to ensure items are readily available to co-workers. Must assist room attendants with retrieving items necessary for cleaning of guests' units as well as trash removal. Responsible for removal of dirty linens and trash from guest units. Perform projects assigned daily in response to Management/Supervisor request.</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 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>
Department	Housekeeping Department
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	7AM - 3:30PM, 9AM - 5:30PM, 11AM - 7:30PM
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	No
Required skills	<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>- Lift up to 25lbs/11kg</li><li>- Strong attention to detail and efficiency</li><li>- Maintain grooming standards</li><li>- Positive attitude</li></ul> <p>Detail Oriented. Speak, read, write English. Must be able to work well with others in a diverse working environment, ability to work independently</p>

Required experience	Experience preferred but not required
English level	Good
Supervisor	Jenny Villanueva

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean and neat appearance
Dress code	We ask all team members to arrive at work well-groomed, neatly dressed, and ready to provide exceptional service. Hair & Grooming: Hair should be clean and well-groomed, following local health codes. Facial Hair: Should be neatly trimmed and well-maintained. Jewelry & Piercings: Facial jewelry is limited to two small studs or rings, with discreet clear plastic spacers or plugs allowed. Other jewelry should be simple and professional. All piercings other than earrings must be approved by your General Manager. Tattoos: Small, appropriate tattoos may be permitted based on content and location with approval of the General Manager. Fragrances: Please be mindful when using scented products, such as perfumes, colognes, or scented lotions, out of respect for colleagues and guests with sensitivities or allergies
Uniform provided?	Yes
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	n/a
Estimated tips	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General company orientation and safety training will be completed within first week of

	hire. Team member paired with supervisor and other existing team members to be trained on department specific procedures and processes, job tasks and responsibilities, on going training and coaching as needed provided for duration of employment.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	Depends on the EV itself. From two weeks, to a month.
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	Full Season
Cost of temporary housing	350 per Month

### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Apartment
Housing name	Mayflower (Managed through Holiday Inn Roberts Center)
Contact name	Beth Nichols
Address	264 W Curry Rd.,, Wilmington, OH, 45177
E-mail	bnichols@columbushospitality.com / lrenner@columbushospitality.com
Phone	614-756-7860 / 937-283-3200
Web Address	<a href="https://www.robertscentre.com/holiday-inn/">https://www.robertscentre.com/holiday-inn/</a>
Housing cost	350.0
How often is rent due?	Per month

Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Can housing be co-ed	No
Distance between work site and housing	10 miles
Transportation details	Transportation to/from work is provided. Public transportation is available with limited hours. Prices range from \$3-\$7/ride
Description	Motel Suites have one bedroom with two queen beds, one full bathroom, seperate living area with a kitchen, washer/ dryer combo and seating with TV. There is also a common area available in the building with a full kitchen, seating, TV, and pool table.
Number of beds per room	2
Number of bedrooms	1
Exchange Visitors per property	1
Exchange Visitors per room	2
Bathrooms per property	1 per room
Bedding and towels	No
Kitchen facilities	Suites have kitchen in unit, also one full kitchen in common room
Additional comments	2 trips/week to grocery/shopping also provided
Housing deposit refundable	Yes
Lease required	No

## 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	Dayton International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to Beth Nichols at <a href="mailto:BNichols@columbushospitality.com">BNichols@columbushospitality.com</a> or Jenny Vilanueva (Jenny.Villanueva@wec.net) 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>Please see the below overnight accommodation and transport information suggestions</p>

	<p>for arrival outside the preferred arrival days and times:</p> <p>Accommodation near Dayton International Airport</p> <p>Accommodation: Comfort Inn &amp; Suites Dayton North</p> <p>Address: 3661 Maxton Road, Dayton, Ohio 45414</p> <p>Contact: (937) 410-3963</p> <p>Cost: from \$116 per night</p> <p>UberX/Lyft: from \$25 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/Housing
Phone number	(937) 382-0985
Preferred arrival days	Monday - Friday
Preferred arrival times	08:00 am - 17:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	80 N Progress Dr, Xenia, OH
Distance of SSO from SOA	25 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"> <li>- Assistance will be provided as needed</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.</li> <li>- 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> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

The Murphy Theatre, Cowan Lake State Park, Caesar Creek Flea Market, Adventure Cove Miniature Golf, Clinton County History Center
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