



J-1 WORK AND TRAVEL PROGRAM

**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Seward Hospitality Group at Alaska Adventure Park  
Site of Activity Address: 11205 Seward Hwy, Seward, AK, 99664, United States

**JOB INFORMATION**

**Job Title** Resort Activities Attendant  
**Start date - Earliest** 2025-05-01 **Latest** 2025-05-05  
**End date - Earliest** 2025-09-01 **Latest** 2025-09-05  
**Guaranteed salary/wage per hour before deductions** 14.00 \$ per hour  
**Average hours per week** 32 - 40  
**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	Seward Hospitality Group at Alaska Adventure Park
Primary contact name	Silvia Lazarova
Title	Human Resources
Phone 1	907-250-9103
Email	slazarova@sewardhg.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	11205 Seward Hwy, Seward, AK, 99664, United States
Job Title	Resort Activities Attendant
Special requirements	<p>The position requires spending long hours outdoors in varying weather conditions.</p> <p>Given the weather in Alaska, this may include working in rainy and cold conditions at times. A passion for outdoor activities and a strong commitment to safety.</p> <p>This position will be handling these attractions: Aerial Park Course, Zorbing, Kayaking, Obstacle Course Mud Run, and Yard Games.</p> <p>Attention to detail in all aspects of operation during the entire shift. Ability to communicate clearly with guests and fellow team members. Physical capability to maintain the grounds, perform minor maintenance tasks, and care for the park's natural landscape, including watering plants and trees.</p> <p>Ability to work well in a team environment and assist with the general flow of operations.</p> <p>If you're ready to help ensure a fun and safe adventure for our visitors, while also maintaining the park's beauty and functionality—even in Alaska's unpredictable weather—we'd love to have you on board!</p> <p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p>
Position details and description	<p>Aerial Park Operator:</p> <p>We are seeking a dynamic, outgoing, and safety-conscious Aerial Park Operator to join our team. The ideal candidate will oversee the operation of our aerial adventure park, ensuring a safe, clean, and enjoyable experience for all visitors. If you have a passion for outdoor activities, excellent communication skills, a commitment to safety, and an eye for maintaining the park's appearance, we want to hear from you!</p> <p>This position will be handling these attractions: Aerial Park Course, Zorbing, Kayaking, Obstacle Course Mud Run, and Yard Games.</p> <p>Responsibilities:</p> <p>Correctly set up and prep gear for daily use.</p> <p>Complete mandatory daily inspection sheets to ensure all equipment and structures meet safety standards.</p> <p>Carry a radio for communication at all times, ensuring quick responses to any issues.</p> <p>Assist other operators as needed to maintain a smooth flow of participants through the park.</p> <p>Monitor and facilitate activities as guests engage in the aerial park's attractions, providing guidance and ensuring safety.</p> <p>Maintain the cleanliness and upkeep of the park grounds, including picking up trash, cleaning common areas, and ensuring the course remains in excellent condition.</p> <p>Water plants and trees around the park, ensuring the natural surroundings are well-maintained and contribute to the park's aesthetic.</p> <p>Inspect and report any issues with the park's structure or equipment to ensure everything is in optimal working condition.</p>

Department	Aerial Park Operator
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Schedules vary from week to week, but a minimum of 32 hours will be scheduled per week with the opportunity to pick up a second job.</i>
Average hours per week	32 - 40
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.	\$14.00
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"> <li>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Able to work in confined spaces.</li> <li>- Able to tolerate exposure to dust and cleaning 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>
Required experience	
English level	Excellent
Supervisor	Silvia Lazarova

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance.
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>
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	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	weekly
Allowances, bonuses, and/or incentives	N/A
Description	<p>We do allow participants to have a second job within our organization-Seward Hospitality Group. Participant must let us know that this is their wish. We prefer any 2nd jobs to be with our company, and not outside Seward Hospitality Group. Participants will receive employee handbooks via email or in person. Scheduling is done on a biweekly basis.</p> <p>Cell phone usage is restricted to breaks and off hours. Cell phone usage while on duty will result in warnings and/or termination. Exceptions apply for official business, such as communicating with management or contacting other company businesses or employees for help.</p>
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	3 - 7 working 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
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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	Pond Studio Apartments
Contact name	Silvia Lazarova
Address	11385 Seward Hwy, Seward, AK, 99664
E-mail	slazarova@sewardhg.com
Phone	907-250-9103
Housing cost	500.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	225.0
Is housing deposit payroll deducted?	Yes
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Housing amenities	microwave, electric stove, refrigerator and sink), and a full bathroom (stand in shower, toilet and sink
Distance between work site and housing	0.03 miles to 2.13 miles
Transportation details	Bike or public transportation
Description	Pond Studio Apartments are college style rooms. Same sex rooms only. Rooms are preassigned by SHG based on arrival time of students. Each room has a total of four bed (two bunk beds), full sized kitchen (microwave, electric stove, refrigerator and sink), and a full bathroom (stand in shower, toilet and sink). There is heating in each room. No air conditioner. No bedding/ linen or kitchen flatware or glassware is provided. There are no phones in the room. All utilities are included in the \$500 a month rent with the exception of wifi. Wifi is offered at the expense of the participant based on their usage. Rent is collected from the participants check on a bimonthly basis (\$250 per paycheck). Also collected is a \$225 security deposit- at the first paycheck. The employee can get the security deposit back as long as the room is left in good condition and cleaned thoroughly. There is non-refundable \$25 cleaning-fee.

POND STUDIO HOUSE RULES: Please find a detailed listing of the established House Rules for Pond Studio apartments. It is important to note although we do have employee housing, we also have summer rentals for guests. These house rules apply to all who live at Pond Studio Apartments. Failure to comply can lead to verbal warnings, fines and or up to termination of contract and immediate eviction of the Pond Studio apartment property. Noise compliance between the hours of 10pm to 10am daily. Please report any disturbance to [sewardhospitalitygroup@yahoo.com](mailto:sewardhospitalitygroup@yahoo.com). No smoking in rooms. Violation of this will result in loss of deposit. Damage to the room will be taken from your deposit. Rooms must also be returned to clean condition. A cleaning fee of \$250 will be charged to you if rooms are not cleaned and returned to the condition that they were given to you. Hosting any type of party, gathering, ect. will not be allowed at Pond Studio. Items that were originally in your room that have been taken from your room and not returned once season is over and you vacate will be taken from your deposit. Trash and or cigarette buds should go in designated area only and fines for violators will be issued if items are not properly disposed of. Verbal warning given to all violators and \$100 fine for each occurrence from then on. If you are parking your vehicle at Pond Studios you must park in designated parking spaces only. Do not block the only entrance we have in and out of the area. Violators will be towed and liable for any expenses for tow. WIFI for Pond Studio is a separate cost that everyone can sign up for but is not provided by SHG. Bike rentals for employees are available for \$75 per month. No pets allowed in employee housing.

Number of beds per room	4 (2 Bunk beds)
Number of bedrooms	Varies
Exchange Visitors per property	Varies
Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	No
Kitchen facilities	Full sized kitchen (microwave, electric stove, refrigerator and sink)
Additional items must bring	<ul style="list-style-type: none"> <li>- Bedding, linens and towels</li> <li>- Personal items</li> <li>- Kitchen flatware or glassware</li> </ul>
Additional comments	<ul style="list-style-type: none"> <li>- No bedding/ linen or kitchen flatware or glassware is provided.</li> <li>- All utilities are included in the \$500 a month rent. Rent will be deducted bi-monthly (\$250 every two weeks).</li> </ul> <p>Transportation Information:</p> <p>There is no shuttle service provided between housing and work locations. The available options are:</p> <p>Walking: Housing is within 2 miles of the worksite. Participants walk along Seward Highway from Pond Studio to work locations in town, which takes approximately 30 minutes.</p> <p>Biking: Biking is also an option and can reduce travel time.</p>
Included in cost	N/A
Additional items included in cost	N/A
Housing deposit due	<ul style="list-style-type: none"> <li>- \$225 security deposit- deducted at the first paycheck.</li> <li>- There is non-refundable \$25 cleaning-fee.</li> </ul>

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	Ted Stevens Anchorage International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to Silvia Lazarova at <a href="mailto:slazarova@sewardhg.com">slazarova@sewardhg.com</a> at least two (2) weeks prior to arrival in the USA.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Additionally, please reach out to <a href="mailto:slazarova@sewardhg.com">slazarova@sewardhg.com</a> before arrival in Seward so we can make arrangements to meet the students at the Marina Motel.</p> <p>Many different means of transportation from Anchorage to Seward. The trip will take just under 3 hours to complete, and you can visit <a href="https://www.alaskacoach.com/routes/anchorage-seward.html">https://www.alaskacoach.com/routes/anchorage-seward.html</a> to research booking transportation.</p> <p>You will need to obtain a social security card once arriving in Alaska. Information on how to complete will be provided below.</p> <p>Please have banking information set up upon arrival in Anchorage so we may issue your paychecks. We only process via direct deposit. We recommend having this in place before you arrive in Seward. We will just need routing number and checking account number along with bank name.</p> <p>Once you arrive in Seward, we will meet you at Marina Motel 1603 Seward Hwy, Seward, AK 99664 to get New Hire paperwork started for you and help set up your intuit account where your pay stubs and end of year W-2 can be located (keep your username and password information).</p> <p>We can then shuttle you over to Pond Studios 11385 Seward Hwy Seward, AK 99664 and get you settled into your room.</p> <p>Please note that Anchorage is three hours from Seward. You will want to plan out your trip once you have landed. Park connection bus rides from Anchorage to Seward have certain run times each day and are a separate cost. You may need to stay the night at a hotel until you can catch a ride from the park connection down to Seward. Also make sure your Hotel provides a shuttle service to Anchorage convention center which is where most of the busses to their pick-ups for departure.</p> <p>Hotel Near Ted Stevens Anchorage Intl Airport:  Baymont Inn &amp; Suites by Wyndham Anchorage Airport  5205 Northwood Dr, Anchorage, AK 99517  +19072455002  <a href="https://www.wyndhamhotels.com/baymont/anchorage-alaska/baymont-inn-suites-anchorage-airport/overview">https://www.wyndhamhotels.com/baymont/anchorage-alaska/baymont-inn-suites-anchorage-airport/overview</a></p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company/Housing

Phone number	(907) 224-5518
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 18:00 pm

**Section 6**

**ADDITIONAL INFORMATION**

Social Security Information	
Address of the nearest social security office	222 W 8th Avenue #66, Anchorage, AK 99513
Distance of SSO from SOA	125 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	N/A

**Section 7**

**POTENTIAL CULTURAL ACTIVITIES**

Seward Boat Harbor, Alaska Shop, Waterfront Park, Cruise the Kenai Fjords, Paddle a Sea Kayak
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## **Seward Hospitality Group – Social Security Instructions**

Please apply for SSN in Anchorage prior to travel to Seward. You must register for SEVIS to be able to apply. In order to obtain an SSN, you must take the following steps:

1. Visa Validation. Upon arrival to the U.S., participants must enter your U.S. residential address into our database. We will then use this information to validate your visa within the government SEVIS database within two business days. You cannot successfully apply for an SSN until their visa has been validated.

2. You will then need to visit a local Social Security Office with all required documentation to apply. To apply, you will need to take the following documents to their nearest Social Security Office: Passport with visa, Form SS-5-can be downloaded from the SS website.

Form DS-2019, I-94 Printout- <https://i94.cbp.dhs.gov/I94/#/home>

Social Security Office address: 222 W 8th Avenue, Suite 66, Anchorage, AK 99513

Contact number: 866-772-3081

Office Hours:

Monday – Friday 9am – 4pm.