

J-1 WORK AND TRAVEL PROGRAM  
**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Big Cedar Lodge  
Site of Activity Address: 190 Top of the Rock Road, Ridgedale, MO, 65739, United States

**JOB INFORMATION**

**Job Title** Public Area Attendant  
**Start date - Earliest** 2025-05-01 **Latest** 2025-06-01  
**End date - Earliest** 2025-09-01 **Latest** 2025-09-30  
**Guaranteed salary/wage per hour before deductions** 16.50 \$ 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	Big Cedar Lodge
Description	Come discover Big Cedar Lodge. A remote haven of natural beauty spread out over 4,600 acres where rustic luxury is tucked into the rugged landscape of the Missouri Ozark Mountains, overlooking sparkling Table Rock Lake. Inspired by a commitment to conservation, Johnny Morris, founder of Bass Pro Shops, created Big Cedar Lodge as a destination for families and friends to connect in the great outdoors. With inviting accommodations, spectacular restaurants, two full-service marinas, five golf courses, a 50,000-square-foot activity center, breathtaking spa, unparalleled fishing and countless

	outdoor adventure. Big Cedar Lodge is a world-class resort where you and your family will make memories to last a lifetime. Visit Big Cedar Lodge and discover renewing tranquility, outdoor adventure, genuine Ozarks hospitality and a little piece of heaven on earth.
Web site	https://bigcedar.com/
Primary contact name	Diana Imecs
Title	Human Resources Manager
Phone 1	417-339-5116
Email	DImecs@big-cedar.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	190 Top of the Rock Road, Ridgedale, MO, 65739, United States
Job Title	Public Area Attendant
Position details and description	<p>Golf Greenskeeper:</p> <p>To perform the maintenance and upkeep of all grounds including plants, trees, lawn areas, greens, fairways, drives, walkways, ponds, irrigation systems, snow and ice removal, trash and recycle, operate and maintain all equipment safely to provide guest safety and satisfaction.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> <li>• Perform the cutting, trimming, seeding, irrigation and chemical application of all lawn areas</li> <li>• Perform the bed preparation, planting, weeding, irrigation and chemical application of all flower beds and planting areas</li> <li>• Perform the cleaning of debris, removal of snow and ice, spreading of sand and ice melt and repair and maintenance of all walkways, trails, drives and parking areas</li> <li>• Perform tree maintenance including trimming, removal and irrigation</li> <li>• Perform maintenance, repairs and winterization of irrigation systems</li> <li>• Perform maintenance of landscaping equipment and tools</li> <li>• Keep supervisor informed of equipment and supply needs</li> <li>• Acquire working knowledge of the Golf Course and facilities to respond appropriately to guest questions, as required</li> <li>• Keep supervisor promptly and fully informed of all problems or unusual matters coming to his/her attention so prompt corrective action can be taken when appropriate</li> <li>• Perform maintenance and upkeep of all fairways, green and sand traps according to golf standards</li> <li>• Perform other related duties as required</li> </ul> <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	Golf Grounds
Work schedule	<i>Schedule may vary between 6:00 am and 22:00 pm</i>

Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	
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.	\$16.50
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</p> <p>Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</p> <p>Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.</p> <p>Other Skills and Abilities: The ability to work well with a team, to prioritize, a sense of urgency and a real concern for customer service.</p> <p>Other Qualifications</p> <p>Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this Job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl on uneven terrain. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.</p> <p>Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The employee is frequently exposed to wet and/or humid conditions; toxic or caustic chemicals and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. The employee will be exposed to poison ivy, oak and sumac on a regular basis, and must be able to work closely with these plants and</p>

	possibly other toxic plant materials.
English level	Excellent
Supervisor	Diana Imecs

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Specific grooming standards will be provided in welcome packet from Big Cedar. Please note hair must be neutral colored (can be colored but not pink, etc.) and facial piercings and not permitted. Long hair must be worn in a ponytail.
Dress code	Big Cedar provides uniforms to participants at no cost. Participants can wear their own denim jeans as long as they don't have holes or rips OR wear their own black pants. Shoes will need to be non-skid neutral colors. Shoes are not provided however the company will reimburse participants with a receipt for 50% of the price up to \$18.
Uniform provided?	Yes
Cost to Exchange Visitor	Participants are responsible for the cost of their own black pants or jeans if needed as well as non-skid neutral colored shoes. See above for reimbursement on shoes.
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	Big Cedar Lodge discounts Bass Pro Shop discounts Big Cedar Fitness Center access (with permission) \$4 meals in Cedar Ridge Associate Cafe
Estimated tips	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes

Description	On the job training after initial HR paperwork is complete.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 week or as needed
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.

#### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Dormitory
Housing name	Big Cedar On-Site Employee Housing
Contact name	Diana Imecs
Address	612 Devil's Pool Road , Ridgedale, MO, 65739
E-mail	bc@irhliving.com
Phone	417-339-5118
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	275.0
Is housing deposit payroll deducted?	No
Is deposit refundable	No
Deposit refund policy	No
Can housing be co-ed	No

Is renters insurance required	No
Housing amenities	Laundry facilities per floor for washing and drying clothes.
Distance between work site and housing	Depends on work or training outlet; 2 - 15 minutes
Transportation details	Transportation to and from work or training as well as weekly trips to the grocery store and Wal-Mart are provided and payroll deducted at \$10/week.
Description	New associate housing modeled after the rustic elegance of Big Cedar. These will be two 3 story buildings with floors dedicated to rooms, entertainment area, kitchen space and bathrooms. Housing is managed by private 3rd party, not Big Cedar, even though on Big Cedar property.
Number of beds per room	4
Number of bedrooms	1
Exchange Visitors per property	4 participants per unit
Exchange Visitors per room	4
Bathrooms per property	1 bathroom per unit; extra bathrooms on separate floor
Bedding and towels	Yes
Kitchen facilities	Kitchen utensils and basic cookware will be provided in shared kitchens available for all participants to use.
Additional comments	Each room is similar to a studio-like apartment with lockers, bathroom, 2 sinks, 4 bunk beds, fridge, microwave, sitting area.
Included in cost	wifi one bath towel one fitted sheet one pillow one blanket kitchen equipment
Housing deposit due	The amount of \$275 is due upon arrival. This includes: -\$125 for first week's rent -non-refundable \$100 administration fee -non-refundable \$50 laundry fee
Housing deposit refundable	No
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	Springfield Branson National Airport (SGF)
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Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>We recommend that all participants arrive to SGF airport where free airport shuttle transportation from the airport to Big Cedar Lodge employee housing can be provided on the below requested dates.</p> <p>Participants MUST provide at least 7 days' notice of arrival information so that shuttle pick up and housing are ready.</p> <p>Host company REQUIRES Thursday arrivals for a smooth-on boarding process. Participants can meet with HR on Friday, settle into housing over the weekend, and start work on Monday.</p> <p>PLEASE ARRIVE ON ONE OF THE FOLLOWING DAYS:</p> <p>(Dates for Summer 2025 TBC)</p> <p>If for any reason shuttle cannot be arranged per above guidelines, participants may select to stay at a hotel near the SGF airport at their own expense and coordinate transportation to housing the next day at own expense.</p> <p>Courtyard by Marriott Springfield Airport 3527 W Kearney St, Springfield, MO, 65803 ** Free airport shuttle from airport to hotel Cost per night average of \$90 - \$140 per night depending on date and time reserved.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Company provided housing
Phone number	bcl.hr@big-cedar.com
Preferred arrival days	Thursdays
Preferred arrival times	Any time if information is provided 7 days in advance

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1570 W Battlefield Rd STE 100, Springfield, MO 65807
Distance of SSO from SOA	50 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	Big Cedar provides shuttle transportation for groups of students for the Social Security application process

## Section 7

POTENTIAL CULTURAL ACTIVITIES

Cultural activities will be provided