



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Three Rivers Whitewater
Site of Activity Address: 2265 US Route 201, The Forks, ME, 04985, United States

JOB INFORMATION

Job Title Hotel/Resort Worker
Start date - Earliest 2025-06-15 **Latest** 2025-07-07
End date - Earliest 2025-09-15 **Latest** 2025-10-15
Guaranteed salary/wage per hour before deductions 14.15 \$ 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	Three Rivers Whitewater
Description	Whitewater Rafting Resort with lodging, retail store and restaurant
Web site	www.threeriverswhitewater.com
Primary contact name	Lindsay Laflamme
Title	Owner/Manager
Phone 1	207-576-4518

Email	lindsay@threeriversfun.com
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Section 2

DETAILED JOB INFORMATION

Site of Activity address	2265 US Route 201, The Forks, ME, 04985, United States
Job Title	Hotel/Resort Worker
Special requirements	<p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</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>
Position details and description	<p>Hotel/Resort Worker:</p> <p>The actual position of a Resort Worker will be determined upon arrival to the property.</p> <p>Efforts will be made to place employees in their first job choice, but there is no guarantee of a specific position before arrival. Individual job duties will be given once the position has been assigned.</p> <p>Resort Workers may be assigned to one of the following areas: Housekeeping, Kitchen Worker, Dishwasher, Facility Cleaning position</p> <p>Housekeeping Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Safe handling of cleaning products and chemicals and proper operation of cleaning equipment. - Clean a specified number of rooms within a designated amount of time. - Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met. - Change bed linens and make the beds. - Replenish towels, linens, toilet tissue, toiletries and complimentary supplies. - Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas. - Keep storage areas and carts well-stocked and clean. - Dust and polish furniture and equipment. - Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines. - Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds. - Wash windows, walls, ceilings, and woodwork as necessary to meet company standards. - Carry heavy items and use a wheeled cart to transport supplies. <p>Kitchen Utility Worker Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand. - Place clean dishes, utensils, and cooking equipment in storage areas. - Maintain kitchen work areas, equipment, and utensils in clean and orderly condition. - Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars. - Sweep and scrub floors. - Handle chemicals used for cleaning as well as washing dishes using gloves when

	<p>necessary.</p> <ul style="list-style-type: none"> - Clean garbage cans with water or steam. - Sort and remove trash, placing it in designated pickup areas. - Clean and prepare various foods for cooking or serving. - Set up banquet tables and dining areas. - Transfer supplies and equipment between storage and work areas, by hand or using hand trucks. <p>Facility/Cleaning Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Cleans the public areas. - Clean/restock all public areas of Resort including bathrooms, showers, patio-deck areas. - Restock towels & pick up & remove all garbage. - Removal of all dirty linens and garbage from hotel guest rooms, assisting guests with general questions. - Making beds, stocking closets, dust, and clean rooms. - Sorting, washing, drying, pressing and folding clothing and other textile items. - Removing stains from items using the appropriate procedures. - Performing minor sewing duties as needed. - Folding laundry. - Keep an updated inventory of laundry detergents and sewing kits. - Track maintenance and repairs on laundering equipment. - Ensure that the facility remains clean at all times. - Anticipate and respond to customers' queries, concerns and complaints. - The Resort General Cleaner is responsible for keeping all public areas in the resort clean. - Some of these areas include: main entrance, public bathrooms, stairs, windows, doors, employee break rooms, garbage inside and out, parking lot clean up, group gathering pavilions.
Department	Hotel/Resort Worker
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<ul style="list-style-type: none"> - <i>Schedule will vary based on operational needs.</i> - <i>Usually 7:00 am - 10:00 pm</i>
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.	\$14.15
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<p>In addition to a good command of English, this position is physically demanding and requires:</p> <ul style="list-style-type: none"> - Ability to receive direction and perform responsibilities in a fast paced environment. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting up to 25lbs/11 kg. - Ability to operate certain machinery as needed. - Positive attitude, team player. - Good physical health

	<ul style="list-style-type: none"> - Ability to walk up and down stairs, kneel and bend frequently - Work with chemicals - Maintain grooming standards
Required experience	N/A
English level	Good
Supervisor	Lindsay Laflamme

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat professional, appearance
Dress code	<ul style="list-style-type: none"> - Host entity will provide 2 staff T-shirts. - No ripped jeans or sweat pants. - Participant will need to purchase or bring along, black/ khaki pants/ shorts and black close toed, non slip shoes. <p>Approximate cost (pants and shoes) if purchased in the US \$50 - \$80</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 - \$80
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
Estimated tips	N/A
Description	N/A

Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General Orientation - On the job Training.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 5 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	House
Housing name	Holly Brook Farmhouse
Contact name	Lindsay Doria
Address	1609 US-201, West Forks, ME, 04985
E-mail	lindsay@threeriversfun.com
Phone	207-576-4518
Web Address	TBC
Housing cost	85.0

How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Is housing deposit payroll deducted?	No
Housing fees - additional comments	N/A
Is deposit refundable	Yes
Deposit refund policy	No
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Basic amenities
Distance between work site and housing	3 Miles
Transportation details	https://www.kvcap.org/kennebec-explorer/
Description	<p>We take pride in how much fun people have when theyre with us. When youre here, youll notice that were different in all the best ways. The thrill of the rapids coupled with the sense of serenity you get on the calm sections of the river makes for a spectacular day. Housing is located approximately 3 miles from site of activity.</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>
Number of beds per room	2
Number of bedrooms	1
Exchange Visitors per property	2
Exchange Visitors per room	2
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Basic kitchen facilities
Additional items must bring	Personal items, toiletries, towels
Included in cost	Basic amenities
Administration fee due	N/A
Housing deposit due	N/A
Housing deposit refundable	Yes

Further information on housing refund policy	N/A
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.

Closest port of entry airport	Portland International Jetport
Nearest airport to site of activity	Portland International Jetport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Pre-Arrival Notes: Send GeoVisions and LindsayDoria (lindsay@threeriversfun.com) your arrival information a minimum of 2 weeks before you arrive in the U.S.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>For more specific details please contact Lindsay Doria- lindsay@threeriversfun.com - 252-441-5581. A ride will be waiting outside parked across from baggage claim to bring you to The Forks.</p> <p>For those arriving outside the preferred arrival times, please see the taxi & hotel info for overnight accommodation.</p> <p>Comfort Inn Airport 90 Maine Mall Rd, South Portland, ME 04106, United States https://www.choicehotels.com/maine/south-portland/comfort-inn-hotels/me400? mc=llgoxpx +12079451898 Avg per night \$106</p> <p>Portland Airport Cab (Maine) +12078809011</p> <p>*Costs are subject to change - Participants are encouraged to call or visit websites for most recent rates</p> <p>GeoVisions Emergency Information: Office Hours: 8:30 AM EST – 4:30 PM EST Office Phone Number: 603-363-8248 24-HOUR EMERGENCY SUPPORT LINE: 1-888-830-9455 support@geovisions.com www.geovisions.com</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Lindsay Doria
Phone number	207-576-4518

Preferred arrival days	Monday - Friday
Preferred arrival times	8:00am - 6:00pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	14 Colby St, Waterville, ME 04901, United States
Distance of SSO from SOA	61.3 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	- 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

Visit The Forks Historic Port, Hike to Moxie Falls, Back Country ATVing, Moose watching, Whitewater rafting
