



## J-1 WORK AND TRAVEL PROGRAM

# JOB OFFER AGREEMENT FORM

**Exchange Visitor ID number**

### HOST ENTITY INFORMATION

Host Entity Name: Clarks Market Crested Butte

Site of Activity Address: 500 BELLEVIEW AVE, CRESTED BUTTE, CO, 81224, United States

### JOB INFORMATION

**Job Title** Retail Associate

**Start date - Earliest** 2025-05-15 **Latest** 2025-06-30

**End date - Earliest** 2025-08-15 **Latest** 2025-09-30

**Guaranteed salary/wage per hour before deductions** 20.00 \$ per hour

**Estimated tips** N/A

**Average hours per week** 34 - 38

**Required Interviews** Sponsor 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	Clarks Market Crested Butte
Description	<p>The mix of products in Clark's Market now reflects 40 years of that business practice. Tom Clark put the strategy to use several times over, as starting in the early '90s he began purchasing other small grocery stores on the Western Slope of Colorado and in Utah and Arizona. With locations now in Snowmass Village, Crested Butte, Telluride, Norwood and Blanding, Utah, Clark's continues to expand their family focused brand. In the summer of 2017, Clark's opened its newest store in Sedona, AZ.</p> <p>Each store has its own personality, based on the community where it resides. In resort communities, Clark's is known as a conventional grocery store that emphasizes natural, organic and gourmet products. In the more rural country stores, Clark's is a conventional store that gives people the product mix that they need, and products that help them stretch their dollars as far as they can. It's important for us to listen to</p>

	people, keep our ear to the ground and make sure we're giving people the products they want, Clark says.
Web site	www.clarksmarket.com
Primary contact name	Karen Oakely
Title	Human Resources Assistant
Phone 1	970-925-5295 ext. 101
Email	karen@clarksmarket.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	500 BELLEVIEW AVE, CRESTED BUTTE, CO, 81224, United States
Job Title	Retail Associate
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>Grocery Associate</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Manage and maintain the storage conditions of goods received in the warehouse.</li> <li>- Coordinate retail space activities, dispose of trash and manage the cleanliness of the storeroom.</li> <li>- Provide customer service since they work in a visible space on the floor while arranging merchandise.</li> <li>- Stock the shelves of the warehouse with goods and keep inventory.</li> <li>- Receive merchandise that comes into the warehouse and ensure that the merchandise is unloaded and stored according to established procedure.</li> <li>- Maintain the cleanliness of the store and enhance the appearance of the store by adopting the most appropriate display techniques.</li> <li>- Complete additional duties as assigned by supervisor.</li> </ul>
Department	Grocery
<b>Work schedule</b> Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Schedule will vary between 06:00 - 00:00</i>
Average hours per week	34 - 38
<b>Guaranteed salary/wage per hour before deductions</b> 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	<i>\$20.00</i>

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.	
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
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 verbal communication and interpersonal skills</li> <li>- Excellent customer service skills</li> <li>- Exceptional work ethic and strict adherence to company policy and sales goals</li> <li>- Ability to work flexible hours and multitask in a fast-paced environment</li> <li>- Strong organizational skills and detail-oriented</li> <li>- Ability to work in a team and independently with minimum supervision</li> <li>- Time management and ability to prioritize tasks given</li> <li>- Willingness to learn about new items and procedures quickly</li> </ul>
Required experience	N/A
English level	Good
Supervisor	Brad Perkins

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> <li>- Neat and clean appearance.</li> <li>- No shorts or baggy pants.</li> <li>- No sandals, open toed shoes or high heels.</li> <li>- Hairstyle is neat and conservative.</li> <li>- Moderate makeup, conservative jewelry, no artificial nails in food area.</li> </ul>
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. Depends on what student brings and what they need to purchase when they arrive.
When is uniform fee due	Upon purchase
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	Yes
Description of drug screening policy	If an employee gets injured on the job then Clark's Market will request a drug test.
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	<p>At the end of the authorized employment period specified in the DS-2019 form, the employee will be eligible for a season ending bonus of USD \$2.00 /hr for every hour worked from first day worked to last day worked at Clark's Market if:</p> <ol style="list-style-type: none"> <li>1. S/he remains an active employee throughout this period of time.</li> <li>2. There have been no documented and communicated unsatisfactory conduct or performance issues throughout the period of employment.</li> <li>3. Housing must be clean and in the same condition when employee moved in.</li> <li>4. Participant must provide Host Company with a copy of their DS-2019 form upon arrival.</li> </ol> <p>** The seasonal bonus will be paid to eligible employees no later than one pay period after the employee's last day of work for Clark's Market.</p>
Estimated tips	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	All Participants will train with an American employee with pay.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 - 2 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	Apartment
Housing name	Clarks Market Crested Butte - Unit A
Contact name	Karen Oakley
Address	514 N 14th Street , Unit A, Gunnison, CO, 81230
E-mail	Karen@clarksmarket.com
Phone	970 925-5295 x101
Housing cost	600.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
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	Fully furnished
Distance between work site and housing	27.4 miles
Transportation details	Free shuttle service is available to transport students to and from work from our housing location and housing is located near bus stops.
Description	<p>Gender requirement is based on housing</p> <ul style="list-style-type: none"> <li>- The rent is \$600/month which includes utilities.</li> <li>- Rental agreement between Clarks and J1s (sent separately.)</li> <li>- Clarks Market will deduct rent from each paycheck (\$300 per paycheck).</li> </ul>
Number of beds per room	4
Number of bedrooms	2
Exchange Visitors per property	8
Exchange Visitors per room	4
Bathrooms per property	2

Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Full kitchens with major appliances
Additional items must bring	Personal items
Additional comments	<ul style="list-style-type: none"> <li>- Clarks Market will deduct rent from each paycheck biweekly at \$300 paycheck.</li> <li>- Any damages to unit or supplies will be deducted from the End of Season Bonus and can cost up to \$100 per student</li> </ul>
Included in cost	N/A
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	N/A
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> <li>- Damage/cleaning fee if unit not left in same condition as it was initially.</li> <li>- Any damages to unit or supplies will be deducted from the End of Season Bonus and can cost up to \$100 per student</li> </ul>
Lease required	No
Further information on length of lease	Damage/cleaning fee if unit not left in same condition as it was initially
Fees additional comments	N/A

## *Housing Lead 2*

Housing model	Host company provided
Gender requirement	Any
Housing type	Apartment
Housing name	Clarks Market Crested Butte - Unit C
Contact name	Karen Oakley
Address	314 E Ruby Ave, Unit B , Gunnison, CO, 81230
E-mail	Karen@clarksmarket.com
Phone	970 925-5295 x101

Housing cost	600.0
How often is rent due?	Per month
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
Housing amenities	Fully furnished
Distance between work site and housing	27 miles
Transportation details	Free shuttle service is available to transport students to and from work from our housing location and housing is located near bus stops.
Description	<p>Gender requirement is based on housing</p> <ul style="list-style-type: none"> <li>- The rent is \$600/month which includes utilities.</li> <li>- Rental agreement between Clarks and J1s (sent separately.)</li> <li>- Clarks Market will deduct rent from each paycheck (\$300 per paycheck).</li> </ul>
Number of beds per room	4
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Additional items must bring	Personal items
Additional comments	<ul style="list-style-type: none"> <li>- Clarks Market will deduct rent from each paycheck biweekly at \$300 paycheck.</li> <li>- Any damages to unit or supplies will be deducted from the End of Season Bonus and can cost up to \$100 per student</li> </ul>
Included in cost	N/A
Additional items included in cost	N/A
Administration fee due	N/A

Housing deposit due	N/A
Housing deposit refundable	Yes
Further information on housing refund policy	- Damage/cleaning fee if unit not left in same condition as it was initially. - Any damages to unit or supplies will be deducted from the End of Season Bonus and can cost up to \$100 per student.
Lease required	No
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	Gunnison–Crested Butte Regional Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to Karen Oakely at karen@clarksmarket.com at least two (2) weeks prior your arrival in the US.</p> <p>Participant's must upload their Visa Results &amp; Flight Arrival Info directly into their Geo Visions Portal.</p> <p>For those arriving outside the preferred arrival times, please see the taxi and hotel info for overnight accommodation.</p> <p>Hotel Information: Days Inn &amp; Suites by Wyndham Gunnison 701 W US Highway 50, Gunnison, CO 81230 Cost: from \$110 per night (2 people sharing) Contact number: (970) 641-0608</p> <p>Uber XL/Lyft XL (from Airport to Hotel) Cost: from \$18.00 per trip (2 people sharing)</p> <p>From Gunnison to Crested Butte, take free transportation <a href="http://www.gunnisonvalleyrta.com/">http://www.gunnisonvalleyrta.com/</a></p> <p>To get more specific information on how to get to either your hotel or the store, please contact your Store Director Will Stephens – cb_manager@clarksmarket.com</p> <p>*All costs are subject to change without notice. Participants must call or visit website for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Store Director Brad Perkins
Phone number	970-349-6492
Preferred arrival days	Monday - Friday (1 - 2 days before DS start date)
Preferred arrival times	8:00am - 6:00pm



## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1805 Pavilion Drive, Montrose, CO 81401
Distance of SSO from SOA	68.6 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 where necessary.</li><li>- 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.</li></ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Art Gallery Tours
History Museum Tours
Hiking
Holiday Festivals