

J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Clarks Market at Aspen
 Site of Activity Address: 300 Puppy Smith Rd, Aspen, CO, 81611, United States

JOB INFORMATION

Job Title Retail Associate
Start date - Earliest 2024-12-10 **Latest** 2024-12-15
End date - Earliest 2025-03-15 **Latest** 2025-04-15
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 Participant arranged

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 at Aspen
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	
Title	
Department	
Phone 1	
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	300 Puppy Smith Rd, Aspen, CO, 81611, United States
Job Title	Retail Associate
Special requirements	Exposure to temperatures 32-40 degrees (refrigerators) and the ability to work in a cold/wet environment.
Position details and description	<p>Grocery Clerk/Associates:</p> <ul style="list-style-type: none"> - Manage and maintain the storage conditions of goods received in the warehouse. - Coordinate retail space activities, dispose of trash and manage the cleanliness of the storeroom. - Provide customer service since they work in a visible space on the floor while arranging merchandise. - Stock the shelves of the warehouse with goods and keep inventory. - Receive merchandise that comes into the warehouse and ensure that the merchandise is unloaded and stored according to established procedure. - Maintain the cleanliness of the store and enhance the appearance of the store by adopting the most appropriate display techniques.
Department	Grocery Clerk/Associates
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Students may not work in positions requiring work hours that fall predominantly between the hours of 10:00 p.m. and 6:00 a.m.</i>
Average hours per week	34 - 38
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	\$20.00

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 times normal wage (for anyone that works over 40 hours in one week)
Required skills	<ul style="list-style-type: none"> - Good verbal communication and interpersonal skills - Excellent customer service skills - Exceptional work ethic and strict adherence to company policy and sales goals - Ability to work flexible hours and multitask in a fast-paced environment - Strong organizational skills and detail-oriented - Ability to work in a team and independently with minimum supervision - Time management and ability to prioritize tasks given - Willingness to learn about new items and procedures quickly
English level	Good
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat and Clean Appearance. No shorts, sweatpants or baggy pants. No sandals, open toed shoes or high heels. Hairstyle is neat & conservative. Moderate makeup, conservative jewelry, no artificial nails in food area.
Dress code	<p>Neat and Clean Appearance. No shorts, sweatpants or baggy pants. No sandals, open toed shoes or high heels. Hairstyle is neat and conservative.</p> <p>Neat and Clean Appearance, moderate makeup, conservative jewelry, no artificial nails in food area.</p> <p>Participant is required to provide conservative slacks or jeans and non-slip shoes.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 (shoes)
When is uniform fee due	Not Applicable
Screening	
Host Entity will require a drug test	Yes
Host Entity will provide the drug test	Yes
Description of drug screening policy	If you are injured on the Job, a drug test is required.
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	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: 1)S/he remains an active employee throughout this period of time. 2)There have been no documented and communicated unsatisfactory conduct or performance issues throughout the period of employment. 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.
Estimated tips	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	On the job training
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	Participant arranged
Gender requirement	Male
Housing type	Apartment

Housing name	Marolt Ranch
Contact name	
Address	100 Marolt Place , Aspen , CO, 81611
E-mail	
Phone	
Web Address	https://www.apcha.org/176/Marolt-Ranch
Housing cost	466.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	Yes
Is housing deposit payroll deducted?	Yes
Housing fees - additional comments	Not Applicable - please see lease agreement attached.
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Housing amenities	The kitchenette consists of a microwave, small refrigerator, bar sink and closet.
Distance between work site and housing	8 miles to Snowmass Store 1.8 miles to Aspen Store
Transportation details	Local bus that travels between Snowmass and Aspen
Description	THIS HOUSING IS FIRST COME, FIRST SERVE. There will not be enough units to house all J-1 students. The units have two rooms and a kitchenette. The rooms are approximately 13 feet by 12 feet with one room in the front, one in the back. The kitchenette and bathroom are in the middle. The kitchenette consists of a microwave, small refrigerator, bar sink and closet.
Number of beds per room	2
Number of bedrooms	2
Exchange Visitors per property	3
Exchange Visitors per room	2
Bathrooms per property	1
Bedding and towels	Yes
Kitchen facilities	The kitchenette consists of a microwave, small refrigerator, bar sink and closet.
Additional items must bring	- Personal items

Additional comments	<p>You will be issued a box of Goods Blanket, Towels, Dishes, etc. that you will need to return to Clarks Market in good condition, otherwise the value of said Goods will be deducted from your Security Deposit.</p> <p>Housing may be subject to change. This will be communicated to you prior to your arrival in the US.</p> <p>Is weekly cost/rent payroll deducted? Biweekly \$233</p>
Additional items included in cost	Not Applicable - Please see lease agreement attached.
Housing deposit refundable	Yes
Further information on housing refund policy	Should your position at Clarks terminate you will be given 1 week to move out of your housing.
Lease required	Yes
Length of lease	4 Months
Further information on length of lease	Employment with Clarks Market is dependent on you remaining in this housing for the duration of your employment.
Fees additional comments	Not Applicable - please see lease agreement attached.

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	Denver International Airport (DIA)
Nearest airport to site of activity	Aspen/Pitkin County Airport (ASE)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary at least two weeks prior to your arrival in the United States.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</p> <p>Here are some website links to find transportation suggestions to get you from the Denver International Airport to the Aspen/Snowmass area.</p> <p>Please make sure that you have your transportation from the airport all set up before your arrival.</p> <ol style="list-style-type: none"> 1. www.mountainreadyrides.com 2. www.rome2rio.com/s/Denver-Airport-DEN/Snowmass <p>Please see the below overnight accommodation for late arrivals:</p> <ol style="list-style-type: none"> 1. Accommodation: <p>Quality Inn & Suites near Denver International Airport</p>

	<p>Address: 6890 Tower Road, Denver, CO, 80249 Contact number: (303) 371-5300</p> <p>Cost: from \$95 per night</p> <p>UberX/Lyft: from \$20 per ride</p> <p>2. Accommodation:</p> <p>Wildwood Snowmass near Aspen/Pitkin County Airport (ASE)</p> <p>Address: 40 Elbert Lane, Snowmass Village, CO 81615 Contact number: +1 970-923-8400</p> <p>Cost: from \$155 per night</p> <p>UberX/Lyft: from \$15 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
Phone number	
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	120 Midland Ave #140, Glenwood Springs, CO 81601, USA
Distance of SSO from SOA	41.8
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"> - Assistance will be provided as needed - 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

XGAMES
Local festivals
Hiking
Art Gallery Tours