

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: YMCA of the Rockies Estes Park Center  
 Site of Activity Address: 2515 Tunnel Rd, Estes Park, CO, 80511, United States

**JOB INFORMATION**

**Job Title** Food and Beverage Retail Concessions  
**Start date - Earliest** 2024-11-01 **Latest** 2025-12-31  
**End date - Earliest** 2025-02-28 **Latest** 2025-04-01  
**Guaranteed salary/wage per hour before deductions** 14.42 \$ per hour  
**Estimated tips** This is not a tipped position  
**Average hours per week** 32 - 40  
**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	YMCA of the Rockies Estes Park Center
Description	<p>YMCA of the Rockies puts Christian principles into practice through programs, staff and facilities in an environment that builds healthy spirit, mind and body for all. We will accomplish this by serving conferences of a religious, educational, or recreational nature; providing unifying experiences for families; offering traditional summer camping experiences for boys and girls; and serving our staff with leadership opportunities and productive work experiences.</p> <p><b>OUR CORE VALUES</b>                  Caring, Honesty, Respect, Responsibility and Faith.</p> <p><b>OUR COMMUNITY IMPACT</b></p>

	We are a charitable and faith-based organization committed to our communities, locally and nationwide. We value and appreciate our local relationships, and commit to positive-impact partnerships.
Web site	<a href="https://ymcarockies.org/">https://ymcarockies.org/</a>
Primary contact name	
Title	
Department	
Phone 1	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	2515 Tunnel Rd, Estes Park, CO, 80511, United States
Job Title	Food and Beverage Retail Concessions
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>Food Service Worker</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.</li> <li>- Place clean dishes, utensils, and cooking equipment in storage areas.</li> <li>- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.</li> <li>- Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars.</li> <li>- Sweep and scrub floors.</li> <li>- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary.</li> <li>- Clean garbage cans with water or steam.</li> <li>- Sort and remove trash, placing it in designated pickup areas.</li> <li>- Clean and prepare various foods for cooking or serving.</li> <li>- Set up banquet tables and dining areas.</li> <li>- Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.</li> <li>- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.</li> <li>- Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.</li> <li>- Prepares and portions food products prior to cooking.</li> <li>- Handle raw meats and maintain health and safety standards</li> <li>- Ensures quality of products served.</li> <li>- Follows proper plate presentation and garnish set up for all dishes.</li> <li>- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives,</li> </ul>

	<p>grinders, broilers, ovens, grills, and fryers according the health and safety standards.</p> <ul style="list-style-type: none"> <li>- Performs kitchen maintenance tasks such as emptying the trash and washing dishes.</li> <li>- Promptly reports equipment and food quality or shortage problems to Kitchen Manager.</li> <li>- Maintains a clean workstation and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.</li> <li>- Monitors inventory levels to ensure product availability.</li> <li>- Graciously and quickly fulfills any guest request possible.</li> <li>- Completes opening and closing checklists.</li> <li>- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.</li> <li>- Completes additional duties as assigned by supervisor.</li> </ul>
Department	Food Service
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<p><i>Please note that 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></p> <p><i>Schedule will vary between 06:00 am and 22:00 pm.</i></p>
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.	\$14.42
Is Overtime available	No
Overtime wage (if applicable)	Currently overtime is NOT available. Overtime is paid time and one-half of the regular rate of pay for any work in excess of: (1) forty hours per workweek, (2) twelve hours per workday.
Required skills	<p>In addition to a strong command of English, this position is physically demanding and may require:</p> <ul style="list-style-type: none"> <li>- Ability to receive direction and perform responsibilities in a fast paced environment</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift)</li> <li>- Frequent bending and stooping , lifting up to 25lbs/11 kg</li> <li>- Positive team player</li> </ul>
Required experience	N/A
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
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Grooming standards	<ul style="list-style-type: none"> <li>- Hair should be clean, neatly trimmed and presentable.</li> <li>- A male employee's hair may not be longer than collar length or must be pulled back into a ponytail to be above collar length.</li> <li>- Eccentric hairstyles such as dreadlocks and mohawks are not permitted.</li> <li>- Hair must never be at a length that would create a safety hazard for an employee or volunteer.</li> <li>- Sideburns, moustaches and beards should be neatly trimmed to two inches or less.</li> <li>- Eccentric styles of facial hair are not permitted.</li> <li>- Jewelry requiring body piercing is prohibited, or may not be visible, except for simple earrings, small nose studs or rings and clear tongue rings (as long as they do not interfere with effective communication).</li> <li>- Ear gauges may not be larger than 1/4" and must be plugged with a solid-colored ear plug. - All other facial piercings are prohibited.</li> <li>- Tattoos deemed inappropriate or excessive by the Association must not be visible.</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> <li>- Shorts, sweatpants or yoga-type pants will not be permitted.</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	Yes
Host Entity will provide the drug test	Yes
Description of drug screening policy	YMCA of the Rockies will conduct drug and alcohol testing for 1) reasonable suspicion, 2) on-the job injury 3) YMCA vehicle accident, and 4) random testing.
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	N/A
Estimated tips	This is not a tipped position
Description	<p>The work schedule includes some morning, evening and weekend shifts.</p> <p>Every employee of the YMCA of the Rockies, including international participants, must have a completed criminal background check PRIOR to starting employment. The employer also requires an online application, two professional references, and one family reference be submitted BEFORE arrival. The references MUST come directly from the people submitting them, otherwise they will not be accepted. Participants cannot submit their own references. If these items are not submitted 2 weeks before arrival, then employment will be canceled. Participants are required to contact their employer by email upon acceptance of their job, or they risk cancellation of this placement. More information is included in the Additional Comments section.</p> <p>The YMCA is willing to hire groups of friends or couples, but participants should not</p>

	expect to live together or work the same shifts.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Learning the basic skills and performing the duties of a food service worker. Reviewing Job Offer details and working closely with your supervisor to learn position specific job skills.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	Ongoing
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	None
When is training fee due	None

#### 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	Dormitory
Housing name	YMCA dorms at Estes Park
Contact name	
Address	2515 Tunnel Rd, Estes Park, CO, 80511
E-mail	
Phone	
Web Address	<a href="https://ymcarockies.org/">https://ymcarockies.org/</a>

Housing cost	200.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Please review Rocky Mountain Living Package, housing agreement.
Is deposit refundable	Yes
Deposit refund policy	No
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	On-Site Dormitory Style
Distance between work site and housing	5 min walk
Transportation details	On Site
Description	<p><b>Housing Amenities</b>  The housing is an onsite dormitory. Participants will have 2-3 roommates and will have their own bed, with common bathroom facilities for the floor. The common area has a TV, microwave, refrigerator, and games. WiFi, phone, are available in the dormitory. YMCA will provide sheets, blanket, pillow, pillowcase, towel, and washcloth at no costs. Linens must be returned at the end of the program.  Participants are expected to keep their rooms clean and are responsible for removing waste materials in a proper and timely manner. Monthly room inspections will be conducted with or without notice.</p> <p>Rocky Mountain Living Package will be payroll deducted</p> <p>All J2 participants must receive permission from the host entity prior to bringing J2s over. This is because your housing is provided for you as the J1, but not necessarily your J2 dependents.</p>
Number of beds per room	4
Number of bedrooms	13
Exchange Visitors per property	60
Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Yes
Additional items must bring	Personal items
Additional comments	- The host has a ZERO TOLERANCE for drug and alcohol policy. Even though

	<p>Colorado has decriminalized marijuana, the host still recognizes federal law which makes it illegal. The host will do random and reasonable suspicion testing which can be cause for immediate termination depending on drug/alcohol test results. Seasonal staff cannot drink on the property or store alcohol in staff housing, which can cause immediate termination.</p> <ul style="list-style-type: none"> <li>- All J2 participants must receive permission from the host entity prior to bringing J2s over. This is because your housing is provided for you as the J1, but not necessarily your J2 dependents.</li> <li>- One (1) communal bathroom per floor</li> </ul> <p>The Colorado minimum wage might change for the next year.</p> <p>Please note that YMCA of the Rockies will adjust your hourly pay starting January 1st to reflect the new minimum wage hourly pay.</p>
Included in cost	<ul style="list-style-type: none"> <li>- There is one bed, dresser drawers, and small hanging space per person.</li> <li>- TV, microwave and refrigerator.</li> <li>- Wireless internet is in the dormitory.</li> <li>- Three (3) meals a day/Seven (7) days a week.</li> </ul>
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	No deposit due
Housing deposit refundable	Yes
Further information on housing refund policy	No deposit due
Lease required	No
Further information on length of lease	Please review Rocky Mountain Living Package, housing agreement.
Fees additional comments	Please review Rocky Mountain Living Package, housing agreement.

## 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	Denver International Airport DIA
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to our International Department at least two (2) weeks prior to your arrival in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <ul style="list-style-type: none"> <li>- All participants must get on the Estes Park Shuttle to the YMCA.</li> <li>- Participants will not be picked up in Denver.</li> <li>- Participants MUST send their arrival information to the YMCA of the Rockies International Department at least two weeks in advance of arrival.</li> </ul>

	<ul style="list-style-type: none"> <li>- Participants should arrive at Estes Park between 8:00 AM and 4:00 PM preferably.</li> <li>- Participants should not arrive more than two days before their DS-2019 start date, as their room may not yet be vacant or prepared.</li> <li>- Information about pick-up locations, schedules, and ticket prices can be found at <a href="http://www.estesparkshuttle.com">www.estesparkshuttle.com</a>.</li> <li>- All reservations for the shuttle must be made before arriving in the USA.</li> <li>- Participants will take the shuttle directly to the YMCA. It takes approximately two hours to travel from the Denver International Airport to the town of Estes Park.</li> <li>- The shuttle leaves directly from the airport. The shuttle service driver will not be able to provide you change if you pay with a 100.00 dollar bill. You may break your bill at the airport, stores in the airport when you purchase something, or at any legal money exchange counter at the airport. The shuttle allows a Maximum of 2 luggage per person ONLY.</li> </ul> <p>We will be able to house the participant up to two days before their program start date. Please be made aware that our office is closed on Saturday and Sunday.</p>
Arrival pick-up cost	75.0
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	
Phone number	
Preferred arrival days	Monday to Friday (Sat - Sun our office is closed)
Preferred arrival times	8:00 am - 16:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	4th Floor, 301 S. Howes St Ft Collins, Co 80521
Distance of SSO from SOA	45 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.</li> <li>- GeoVisions recommends waiting 10 days for optimal success.</li> <li>- 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).</li> <li>- Please contact <a href="mailto:support@geovisions.com">support@geovisions.com</a> with any questions.</li> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES



The participant can take part in any on grounds activities
The HR department releases a staff activities calendar with trips to sporting events, shopping, and events.
We will host an International Fair and Dinner
The participant will gain knowledge of American culture through the all staff orientation
The participant will gain knowledge of American culture through the all-staff orientation