

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: YMCA Blue Ridge Assembly  
 Site of Activity Address: 84 Blue Ridge Circle, Black Mtn, NC, 28711, United States

**JOB INFORMATION**

**Job Title** Room Attendant  
**Start date - Earliest** 01 May 2024 **Latest** 15 June 2024  
**End date - Earliest** 30 August 2024 **Latest** 30 September 2024  
**Guaranteed salary/wage per hour before deductions** 11.00 \$ 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	YMCA Blue Ridge Assembly
Description	Located in the heart of the beautiful Blue Ridge Mountains in Black Mountain, NC on a picturesque 1,200 acre campus, YMCA Blue Ridge Assembly is a non-profit leadership and training center. As a year-round conference center, we are a partner and platform for groups of teens, families and children, and adults. Having hosted our first conference over 100 years ago, we continue to serve a diverse array of groups—churches, schools, colleges, family reunions and youth groups, among others. We provide a Christian atmosphere for guests and staff to focus on youth development, healthy living and social responsibility. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 30,000 annual guests while developing a team of values-driven leaders

Web site	<a href="https://blueridgeassembly.org/">https://blueridgeassembly.org/</a>
Primary contact name	
Title	
Department	
Phone 1	
Fax	N/A
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	84 Blue Ridge Circle, Black Mtn, NC, 28711, United States
Job Title	Room Attendant
Special requirements	<p>Housing is tied into this offer. If you are fired or let go from this placement you will need to vacate the housing as well.</p> <p>Please be advised that this is a remote location, and Second Jobs will not be available at this location.</p>
Position details and description	<p>Room Attendant:</p> <ul style="list-style-type: none"> <li>- Cleaning and servicing guest rooms and public areas.</li> <li>- Assisting in the laundry area as needed.</li> <li>- Sweep, scrub, mop and polish floors and wash windows as scheduled.</li> <li>- Vacuum clean carpets, rugs and draperies</li> <li>- Shampoo carpets, rugs and upholstery</li> <li>- Dust and polish furniture and fittings</li> <li>- Clean metal fixtures and fittings</li> <li>- Empty and clean trash containers</li> <li>- Dispose of trash in a sanitary manner</li> <li>- Clean wash basins, mirrors, tubs, showers and wipe down glass surfaces</li> <li>- Make up beds and change linens as required and tidy up rooms.</li> <li>- Sort, wash, load and unload laundry, iron and press clothing and linen and put away clean laundry.</li> <li>- Operate mechanized cleaning equipment.</li> <li>- Maintain all cleaning equipment and materials in a safe and sanitary working condition.</li> <li>- Monitor and report necessary domestic repairs and replacements.</li> <li>- Clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms</li> <li>- Organize work schedule from the room status list, arrivals and departures.</li> <li>- Distribute linen, towels and room supplies using wheeled carts or by hand.</li> <li>- Restock room supplies such as drinking glasses, soaps, shampoos, writing supplies and mini bar.</li> <li>- Inspect and turn mattresses as scheduled.</li> <li>- Store all dirty laundry in line with company policy</li> <li>- Monitor guest laundry bags as well as replace laundry bags and slips.</li> <li>- Check all appliances in rooms are in working order.</li> <li>- Realign furniture and amenities according to prescribed layout.</li> <li>- Respond to guest queries and requests.</li> <li>- Respond to calls for housekeeping problems such as spills, broken glasses.</li> <li>- Deliver any requested housekeeping items to guest rooms and remove room service</li> </ul>

	<p>items as needed.</p> <ul style="list-style-type: none"> <li>- Organize and restock cart at the end of the shift.</li> <li>- Ensure confidentiality and security of guest rooms.</li> <li>- Follow all company safety and security procedures</li> <li>- Report any maintenance issues or safety hazards.</li> <li>- Observe and report damage of hotel property</li> <li>- Able to lift, push, pull and carry a minimum weight of approximately 25lbs</li> <li>- Able to stand for long periods of time, kneel, bend and crawl, squat and crouch, work in confined spaces</li> <li>- Able to tolerate exposure to dust and cleaning chemicals</li> </ul>
Department	Housekeeping Department
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Schedule may vary between 6:00 am to 22:00 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.	\$11.00
Is Overtime available	No
Required skills	<p>In addition to a strong command of English, this position is physically demanding and requires:</p> <ul style="list-style-type: none"> <li>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Work with chemicals</li> <li>- Lift up to 25lbs/11kg</li> <li>- Strong attention to detail and efficiency</li> <li>- Maintain grooming standards</li> <li>- Positive attitude</li> </ul>
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<p>Our organization has certain expectations for our staff in order to maintain a professional, neat appearance for our work environment as well as living in community. The expectations of the YMCA of Blue Ridge Assembly regarding personal hygiene, appearance and grooming are as follows:</p> <ul style="list-style-type: none"> <li>- Maintain cleanliness by bathing or showering regularly.</li> <li>- Oral hygiene</li> <li>- Use of deodorant and/or antiperspirant to minimize body odors.</li> </ul>

	<ul style="list-style-type: none"> <li>- Washing clothes regularly to eliminate offensive odors, stains, etc.</li> <li>- Wearing of authorized employee work uniform and nametag.</li> <li>- Adhering to employee clothing policy as outlined in Employee Summer Staff Manual and defined in Summer Orientation, even when off the clock (i.e. no offensive clothing with hate speech, profanity, drugs or alcohol, etc.)</li> </ul>
Dress code	<ul style="list-style-type: none"> <li>- Two uniform shirts are provided.</li> <li>- Participants must bring khaki pants or khaki shorts and comfortable, closed toe shoes.</li> <li>- Neat and tidy appearance.</li> </ul>
Uniform provided?	Yes
Cost to Exchange Visitor	Average cost of pants and shoes, if purchased in the US \$50 - \$80
Screening	
Host Entity will require a drug test	Yes
Host Entity will provide the drug test	Yes
Description of drug screening policy	Drug test is done under suspicion
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	Housing and meals provided free of charge
Estimated tips	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	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
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### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Dormitory
Housing name	84 Blue Ridge Circle
Contact name	
Address	84 Blue Ridge Circle, Black Mountain, NC, 28711
E-mail	
Phone	
Web Address	<a href="https://blueridgeassembly.org/">https://blueridgeassembly.org/</a>
How often is rent due?	Per day
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Is deposit refundable	No
Can housing be co-ed	No
Distance between work site and housing	Walking distance.
Description	Dormitory  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.
Number of beds per room	3
Number of bedrooms	2
Exchange Visitors per property	6
Exchange Visitors per room	3
Bathrooms per property	1

Bedding and towels	Yes
Bedding and towel payment due	Included in rent.
Kitchen facilities	BEDS, KITCHEN TABLE, LIVING ROOM FURNITURE, COOKING FACILITIES
Additional comments	Room and Board are free of cost  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.
Included in cost	Utilities, Wi-Fi, Bedding, towels, sheets, and Laundry facilities are located in the dormitory. Dorm kitchen has refrigerator, microwave, stove/oven and most kitchen supplies.
Housing deposit due	No deposit required.
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.

Closest port of entry airport	Asheville Regional Airport (AVL)
Nearest airport to site of activity	Asheville Regional Airport (AVL)
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight itinerary at least two (2) weeks prior to your arrival in the US to coordinate airport pick-up.</p> <p>Please also add your visa information and flight arrival information in the Participant Portal.</p> <p>Housing Arrival Instructions:</p> <p>When you arrive at the YMCA we will take you to do a check-in with the Dorm Director.</p> <p>For those arriving outside the preferred arrival times, please see the accommodation and taxi suggestions for overnight stay.</p> <p>Accommodation near Asheville Regional Airport (AVL):</p> <p>Super 8 by Wyndham Asheville Airport 183 Underwood Road, I-26, Fletcher, NC 28732.</p> <p>Contact Number: +1 828 684 2281 Average per night: From \$81</p> <p>Taxi: Asheville Taxi Co</p> <p>Contact Number: +1 828 333 1976</p>

	Please note that costs are subject to change - Participants are encouraged to call or visit websites for most recent rates.
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	
Phone number	
Preferred arrival days	Monday to Friday
Preferred arrival times	6:00 am - 22:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	800 Centre Park Dr, Asheville, NC 28805
Distance of SSO from SOA	12 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 as needed</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 support@geovisions.com with any questions.</li> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

BBQ - Picnics
Games - Trampoline Park - Water Park
Hikes
Biltmore House
Local festival
Movie nights
4th of July celebrations