



## CITY OF SUNLAND PARK

### INTERNSHIP / VOLUNTEER AGREEMENT

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Thank you for your interest in applying for an internship / volunteer position with the City of Sunland Park. As an intern / volunteer, you will receive a beneficial and life-enriching experience including opportunities for professional development and social interaction while accomplishing your educational requirements.

The undersigned wishes to participate as an intern / volunteer for the City of Sunland Park (COSP) and agrees to abide by all applicable federal, state, and local government statutes, ordinances, and rules, as well as the COSP Personnel Rules and Policies controlling the program activity in which the undersigned will participate or the area where that activity will be performed. The undersigned recognizes this agreement or any other agreement to perform his/her services for the City of Sunland Park may be terminated at any time with or without cause by the intern / volunteer, by the agency or its agent. Such notice shall be effective immediately upon written notification and delivery.

The undersigned agrees to help minimize risks by exercising reasonable judgement and due care for his/her own safety. The undersigned also recognizes he/she is an intern / volunteer and may choose not to perform a task requested by the City of Sunland Park, especially if the request goes beyond the risks the undersigned wishes to accept. The undersigned agrees not to undertake any task that the City of Sunland Park has directed the undersigned specifically or volunteers in general not to perform.

#### Compensation & Insurance Coverage:

The undersigned accepts he/she is not an employee of the City of Sunland Park and is therefore not provided with any form of compensation or worker' compensation coverage, salary, retirement, retirement, or medical insurance. If any injury should occur in the course of the internship / volunteer service, the City of Sunland Park will not be responsible or liable.

In lieu of compensation, the City of Sunland Park will work with your educational institution to certify your intern course requirements at the end of your term.

City Vehicles and Insurance:

The undersigned agrees he/she may not operate a City vehicle in conjunction with intern / volunteer services but may ride in a City owned vehicle after the appropriate approvals from the New Mexico Municipal League are received. The undersigned agrees that the City is not liable for damage to personal vehicles used in conjunction with intern / volunteer activities and that any personal vehicle used in internship work must be adequately insured.

Conflict of Interest:

Successful Intern / volunteer applicants shall report any family or close relationships of City employees with the Human Resources Department within a reasonable amount of time. Final decisions will be made by the City Manager.

**Biographical Information:**

First, Middle, Last Name:

\_\_\_\_\_

Address, City, State, Zip:

\_\_\_\_\_

Date of

Birth \_\_\_\_\_

Driver's License #:

\_\_\_\_\_

Internship University, School, or Program:

\_\_\_\_\_

Contact Person Name & Phone:

\_\_\_\_\_

Supporting Documentation:

*Please provide supporting documentation verifying the internship requirement by your University, your current class enrollment along with a current resume and list of references.*

Emergency Contacts: (Name & Phone #)

(1) \_\_\_\_\_ Relationship \_\_\_\_\_

(2) \_\_\_\_\_ Relationship \_\_\_\_\_

Internship / Volunteer Assignment:

All City staff members that are assigned with an intern / volunteer shall be responsible to determine a work schedule; oversee safety and security matters; provide guidance and supervision; and will also have a duty to report any work violations.

Assigned Supervision, Division

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This Internship / Volunteer Agreement will begin on \_\_\_\_\_ and continue until \_\_\_\_\_. Or until terminated by the City of Sunland Park or myself, which I understand can happen at any time, without notice.

Confidentiality:

Due to the sensitive and confidential nature of some City business, a background check will be conducted to ensure eligibility. The ability to maintain confidentiality is a requirement. Any information learned of, provided to, or developed by the intern / volunteer in the performance of this agreement shall be kept confidential and shall not be made available to any individual or organization by the intern / volunteer without the prior written approval of the City. This provision shall extend indefinitely beyond the term of this agreement.

**Acknowledgement:**

***I have read and agree to the terms of the Internship / Volunteer Agreement, as stated above. I also acknowledge that I will abide by the City of Sunland Park Personnel Policies during my internship / volunteer service.***

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Intern / Volunteer Signature & Date

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Intern / Volunteer Supervisor Signature & Date

**CITY OF SUNLAND PARK**  
**INTERNSHIP / VOLUNTEER WAIVER**

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During my approved internship / volunteer service, I offer to assist the City of Sunland Park at my own risk and with full knowledge and understanding that I will receive no remuneration from the City in any form, that I cannot receive any benefits of City employment such as workers' compensation should I be injured, and that I hold the City of Sunland Park harmless from any claim for damages, injuries or other losses that may arise during the course of my assistance at the City or as a consequence of my assistance at the City.

I further understand that I will work at the pleasure of the City Manager. I agree to comply with instructions from him or her or from their designee and to refrain from performing any task that I have not been specifically permitted or directed to perform.

I will comply to the best of my ability with all rules, regulations, directives, and instructions regarding City procedure. I am aware that I have no authority to act as an agent for the City of Sunland Park.

I willingly sign this waiver to provide assistance to the City of Sunland Park for so long as I am willing to offer my services or for so long as my services are needed by the City of Sunland Park.

_____	_____	_____
Name Printed	Signature	Date

APPROVED BY:

_____	_____
Mario Juarez-Infante- City Manager	Date

**INTERN / VOLUNTEER CHECKLIST:**

- **Driver's License; copy of insurance, if applicable**
- **Birth Certificate**
- **Letter of Interest and Resume**
- **Social Security Number Card**
- **Class Schedule information, if applicable**
- **Internship documentation from educational institution, if applicable**