



NUECES COUNTY VOLUNTEER INTERN PROGRAM Procedural Guidelines

Purpose

The Nueces County Volunteer Intern Program provides students that are attending a higher education institution an opportunity to volunteer with Nueces County for civic reasons and to gain work experience in preparation for a career.

Program Guidelines -The following four criteria must be applied:

1. The volunteer intern is providing volunteer services freely without pressure from the County.
2. The volunteer intern is not otherwise employed by the County.
3. The volunteer intern is not entitled to a job at the conclusion of the volunteer service; and
4. The Nueces County department and the volunteer intern understand that the volunteer intern is not entitled to wages or other compensation from Nueces County for the services provided and must sign an acknowledgement and Release before providing any services.

Who May Apply – All the following criteria must be applied:

1. Students enrolled in a higher education institution;
2. Students in good academic standing at the school in which they are currently enrolled;
3. Students participating for educational credit at a higher education institution;

Application Process

- The student must make initial contact with the county department in which he/she would like to volunteer.
- Students must complete a Volunteer Intern Application from the Human Resources Department website.
- The application must be completed and approved by the Department Head/Elected Official or designee from the county department in which the student wishes to volunteer before submittal to the Human Resources Department. The Human Resources Department will maintain records of all volunteer interns that will be volunteering with Nueces County.
- A new application form must be submitted for each academic semester.

County Department's Responsibilities

- Obtain a letter from the institution of higher learning indicating that the volunteer work has been approved as relevant to the volunteer intern's coursework.
- Establish a beginning and end date for the volunteer work. This may not be longer than one academic semester.

- Make any necessary arrangement with the institution of higher learning regarding the County department's responsibilities to ensure/verify volunteer hours and duties, or other necessary requirements for the volunteer's internship credit.
- The Nueces County nepotism policy will also apply to interns. No intern may supervise or be supervised by a family member.

Monitoring

The Department Head/Elected Official of the department will be responsible for monitoring progress. Formal feedback will be given to the volunteer intern as needed for reporting back to the educational institution. If performance falls below a satisfactory level, the volunteer intern will be separated from the program. Volunteer interns are directly supervised by a staff member in the county department in which they are volunteering. The same job performance standards, dress codes, and time and attendance regulations that apply to employees also apply to volunteers. The Department Head/Elected Official will be responsible for tracking the volunteer hours worked for reporting purposes.

Other

- Nueces County will require the volunteer intern to comply with all Nueces County policies including the drug-free policy, which requires a pre-employment drug screen.

Each County Department may not have more than one volunteer intern per academic semester.