

Volunteer or Intern Access to Fitness and Wellness Center Procedure

Purpose: To outline the steps by which active El Paso County volunteers and interns may enroll in the Fitness and Wellness Center membership program for \$5 per month, by coordinating with the El Paso County Human Resource Department. This initiative supports the County's commitment to promoting health, wellness, and engagement among its volunteer and intern community.

Step-by-Step Enrollment Process

1. Confirm Eligibility

Ensure you are currently serving as an active volunteer or intern with El Paso County.

- a. You must have completed all El Paso County volunteer or intern onboarding steps – application in MyImpact, virtual orientation, and background check.
- b. You must have a valid El Paso County ID badge issued to you.

2. Contact Human Resources

Reach out to the [El Paso County Human Resource Department](#) to initiate your membership request. You may contact them via:

- a. **Email:** humanresources@epcounty.com
- b. **Phone:** (915) 273-3520
- c. **Office Visit:** your nearest HR office

3. Provide Required Information

Be prepared to share the following:

- a. Full name
- b. Department or program you're affiliated with for your volunteer service

4. Complete Enrollment Forms

HR will provide any necessary forms or instructions to finalize your membership.

5. Submit Payment

- a. Once approved, you'll be guided on how to submit your **\$5 monthly payment**.
- b. Payment methods may include online payment, or in-person.

6. Receive Confirmation & Access

After processing, you'll receive confirmation of your membership and instructions for accessing the Fitness and Wellness Center, which will be through your El Paso County ID badge.