

BOROUGH OF CARLISLE

EMPLOYMENT OPPORTUNITY

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

SUMMER INTERNSHIP

Borough of Carlisle
Department of Parks and Recreation
\$13.50/hr

Carlisle Parks and Recreation is offering a paid internship opportunity located at the Stuart Community Center. This internship will provide an environment where you can develop and grow skills, while gaining knowledge in parks and recreation and local government. Various skillsets include community recreation program and event planning, facility management, administrative duties, customer service, problem solving, effective communication, and time management.

This is a seasonal, 40-hour per week, 14-week position during May – August, 2025. Work hours are generally Monday – Friday, 8:00am – 5:00pm (with an unpaid hour lunch). You must be available to work Sunday evening concerts in June/July (& possible evenings and weekends as needed). Hours may be flexed throughout the week if working evening or weekend hours. Up to date PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Fingerprint-based Record Check are required prior to the internship. Must have PA driver's license and access to transportation.

Responsibilities include:

- Enroll participants in recreation programs and camps, reserve facilities, and sell pool memberships using web based registration system (ActiveNet).
- Assist and attend various programs, camps, sports leagues, and events at the community center, in the parks, or at the Carlisle Community Pool. Programs include, but are not limited to, Summer Day Camp, Summer Artist Series concerts, and swim lessons at the pool.
- Enhance community knowledge of programs and services offered by the department.
- Assist with social media posts, flyers, and marketing strategies. Explore ways to inform members of all backgrounds and ages about what the department offers. Gather community input using survey data on recreation programming ideas and research ways to bring programming and new instructors to the department.
- Special projects or other duties as assigned.

Submit resume and cover letter to parksandrec@carlislepa.org or mail to 415 Franklin Street, Carlisle, PA 17013. If you have any questions, contact Carlisle Parks and Recreation at 717-243-3318.