

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.

Carlisle Parks and Recreation Internship Borough of Carlisle Department of Parks and Recreation

Carlisle Parks and Recreation is offering a paid internship opportunity for someone to expand their knowledge in the field of Parks and Recreation. This seasonal internship will provide a variety of hands-on experiences in various aspects of community recreation including planning, organization and administration of community recreation activities, special events and administrative duties. The intern will gain experience working in a full-service parks and recreation department interacting with the public on a daily basis while growing their skill set.

This is a seasonal, 40-hour per week, 14-week position for the summer of 2024 starting in May and ending in August (can be flexible with weeks). Work hours are generally 8:00am -5:00pm, Monday –Friday but must be flexible to work Sunday evening concerts June and July and occasional evenings and weekends as needed. Updated PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Fingerprint-based Record Check are required prior to the internship. Wage is \$13.00 per hour.

Responsibilities include:

- Enroll participants in programs and camps, reserve facilities and sell pool memberships using web-based registration system (ActiveNet).
- Assist and attend various programs, camps, facilities and events offered by the department, including but not limited to Summer Day Camp, Summer Artist Series and Carlisle Community Pool.
- Enhance community knowledge of programs and services offered by the department. Develop public understanding and participation in parks and recreation programs and services through public relations activities. Assist Recreation Managers with social media posts and marketing strategies. Examples include development of power point presentations, recreation program flyers and social media posts, explore ways other than social media to inform members of all backgrounds and ages about the department.
- Assist with facility set-ups and prepare building for rentals and scheduled programs.
- Gather community input on recreation programming ideas and research ways to bring programming and instructors to the department.
- Special projects and other duties as assigned by Parks and Recreation Director.

Submit resume and cover letter to acrouse@carlislepa.org or Andrea C. Crouse, Director of Parks and Recreation, 415 Franklin Street, Carlisle, PA 17013. If you have any questions, contact Carlisle Parks and Recreation at 717-243-3318.