BOROUGH OF CARLISLE

"Committed To Excellence in Community Service"

Carlisle Borough Volunteer Position Announcement
Parks and Recreation Board

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.

Date: October 8th, 2026
Submission Deadline: November 13th, 2026

The Employee Relations and Community Participation Committee of the Carlisle Borough Council is seeking borough residents interested in serving on the Carlisle Borough Parks and Recreation Board.

Board Member Terms: A partial term effective immediately and expiring June 30, 2030.

Responsibilities and Board Description:

The Borough of Carlisle's Parks & Recreation Department owns and maintains 17 park areas or facilities ranging from the community center and the municipal pool to large parks with athletic facilities such as Valley Meadows Park and nature parks such as Cave Hill Nature Center. In addition to providing and maintaining facilities for recreation and leisure activities, the Parks & Recreation Department provides leisure programs and services such as instructional programs, special events, day camp programs, arts and crafts, tennis, softball, swimming programs, and more.

The Parks & Recreation Board was established by Borough Council in 1967 to provide policy guidance on matters relating to all parks and recreation facilities and programs provided by the Borough. Primary concerns of the Parks & Recreation Board include providing for adequate parks and open space to meet the needs of the community and providing citizens of Carlisle with a diverse number of year-round recreation facilities and programs for people of all ages.

The Board consists of seven members, all appointed by Borough Council for terms of four years in which the terms of no more than two persons expire the same year. Members of the Parks & Recreation Board serve without pay, and vacancies are filled by Council for the remainder of the unexpired term.

Meetings:
The Carlisle Borough Parks and Recreation Board meets the first Thursday of the month except for January and July. All meetings are held by Zoom or at the Stuart Community Center, 415 Franklin Street, Carlisle at 7:00 p.m.

Selection process:

- All letters and resumes received will be reviewed by the ERCP Committee.
- Identified candidates will be scheduled for an interview with the chairman and co-chairman of the ERCP committee.
- The candidate chosen by the ERCP to fill the vacancy on the Parks and Recreation Board will be recommended to Carlisle Borough Council for approval at a future Council meeting.

If interested in volunteering, please submit a letter of interest and resume (if available) to:

Rachel James, Employee Relations/Citizen Participation Committee Chairman
Borough of Carlisle
53 West South Street
Carlisle, Pennsylvania
17013
Email: volunteer@carlislepa.org

Thank you for your interest!

Rachel James