

BOROUGH OF CARLISLE

“Committed to Excellence in Community Service”

Carlisle Borough Volunteer Position Announcement **Human Relations Commission Alternate**

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 8, 2026

Submission Deadline: November 13, 2026

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

Commission or Board: Carlisle Borough Human Relation Commission (Alternate)

Term: A partial-term beginning immediately, and expiring February 28, 2030.

Responsibilities and Commission Description:

The Borough of Carlisle Human Relations Commission (HRC) was created by Borough Council through the adoption of Ordinance 2259 (dated December 8, 2016) which became effective on March 1, 2017.

The purpose of the HRC is to foster equality and equal opportunity for all citizens, regardless of actual or perceived race, color, religious creed, ancestry, sex, national origin, handicap or use of guide or support animals because of blindness, deafness, or physical handicap of the user or because the user is a handler or trainer of support or guide animals, sexual orientation, gender identity or gender expression, enjoy the full benefits of citizenship and are afforded equal opportunities for employment, housing, commercial property and public accommodation, and to safeguard the right of all persons to remain free from discrimination or discriminatory practices in any of the foregoing aspects of their lives.

The HRC is independent and nonpartisan. It is comprised of four members appointed by Borough Council for staggered four year terms. All members shall be residents or business owners of the Borough of Carlisle and shall serve without compensation. The HRC shall have all powers necessary to execute the duties set forth under Ordinance 2259, provided that such powers shall not exceed those exercised by the Pennsylvania Human Relations Commission under the Pennsylvania Human Relations Act. It shall be supported by volunteers, unpaid staff, and volunteer efforts and shall be as close to “zero cost” to the Borough as feasible.

HRC members act as public liaisons, receive complaints, and conduct intake meetings of any person claiming to be aggrieved by a practice that is made unlawful under Ordinance 2259, and who has followed the appropriate protocol set forth in Section 83-6, titled "Procedures for filing complaints".

The HRC is responsible for providing the complainant with his or her right to file their complaint with the appropriate state or federal agencies, or court, when applicable; forwarding a copy of the complaint to the person(s) charged with the discriminatory act or practice; notifying the Pennsylvania HRC of any complaint that may be deemed to be within the jurisdiction of that commission; and, mediating where both the complainant and the person(s) charged with the discriminatory act or practice agree to voluntary mediation.

Meetings:

The HRC meets on a quarterly basis on the first Tuesday of the month at 3:00 PM as well as an as-needed basis. All meetings shall be held in person at Town Hall, 53 West South Street, Carlisle, PA.

Selection process:

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

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

Rachel James, ERCP Chair
Borough of Carlisle
53 West South Street
Carlisle, Pennsylvania 17013
Email: volunteer@carlislepa.org

Thank you for your interest!

Rachel James