




Interoffice Memorandum

January 20, 2022

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THRU: Lonnie C. Bell, Jr., Director 
Community and Family Services Department

FROM: Kevin F. Camm, Division Manager 
Cooperative Extension Division

SUBJECT: **Consent Agenda Item – February 8, 2022**
Cooperative Extension Division Employment Agreement

Cooperative Extension in Orange County is administered through, and supported by, the University of Florida in collaboration with Orange County Government. Pursuant to Florida Statutes Section 1004.37(3), recommendations for Extension positions are to be presented for acceptance by the Board.

The University has conducted a search and recommends Hillary Ayers as the new Orange County Extension Agent I, Family and Consumer Sciences. Ms. Ayers will be filling an existing and budgeted vacant position. In accordance with the existing agreement between the County and the University for this program, the annual salary will be \$47,000 with a 60%/40% split in funding sources between the University of Florida \$28,200 (60%) and Orange County \$18,800 (40%).

Ms. Ayers will be responsible for providing leadership for the development, implementation, and evaluation of Extension education programs that provide public education to individuals and families to adopt healthy eating habits, and lifestyle behaviors that can prevent or delay the onset of chronic diseases such as heart diseases, hypertension, diabetes, osteoporosis, and cancer. Food systems encompasses community food initiatives, community-supported agriculture, farm to consumer efforts, consumer education of communities, farmers markets, and agritourism.

Ms. Ayers has a Bachelor of Science degree in Sociology and Child Development from Florida State University and is expected to complete her master's degree in Fall 2022. A copy of the job description and Ms. Ayers' resume, along with the position letter from the University of Florida are attached. Ms. Ayers' anticipated start date is March 7, 2022.

ACTION REQUESTED: Acceptance of University of Florida's appointment of Hillary Ayers as Orange County Extension Agent I, Family and Consumer Sciences. All Districts.

KC:jamh

Attachment(s)

c: Carla Bell Johnson, AICP, Assistant County Administrator
Yolanda Brown, Fiscal Manager, Community and Family Services Department

Job Number: 0001-4120

Classification Title: Extension Agent I or II – Family and Consumer Sciences (FCS) and Food Systems

Job Description:

The Institute of Food and Agricultural Sciences (IFAS) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. We strongly encourage historically underrepresented groups to apply.

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit Accessibility at UF.

The University of Florida (UF) is a Land-Grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, diversity, responsiveness, innovation, communication, and global reach. The Institute of Food and Agricultural Sciences (IFAS) employs more than 2,000 faculty and staff statewide. IFAS Extension employs 375 Extension Agents and has an office in each of Florida's 67 counties.

We hire the best. Diverse views and experiences make us strong. We look for people with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in inclusion and diversity. An agent that is opened to utilizing a variety of marketing techniques to reach diverse populations to ensure diversity, inclusion, and equity. Someone willing to implement procedures to make sure strategies are used to allow diverse populations to be successful in the programmatic efforts. Working for Florida Cooperative Extension will allow you to make a positive impact in your community as you help shape future generations, growing your career while earning a competitive salary and great benefits.

As an Extension Agent, you will work jointly for UF/IFAS Extension and Orange County. We are looking for an individual with skills in human nutrition, healthy lifestyle, food safety, and crossroads of food systems with health and well-being. "Food systems" in the context of this position includes access to local, safe, and healthy foods, resource management, and sustainable living, and social, mental, and physical well-being.

You will be responsible for a program that provides public education to individuals and families to adopt healthy eating habits, and lifestyle behaviors that can prevent or delay the onset of chronic diseases such as heart diseases, hypertension, diabetes, osteoporosis, and cancer.

Food systems encompasses community food initiatives, community-supported agriculture, farm to consumer efforts, consumer education of communities, farmers markets, and agritourism. Your office will be located at the UF/IFAS Extension, Orange County Office in Orlando, FL.

What you will do:

- Design, implement, evaluate, and report on the community-based educational programs focusing on human nutrition and wellness and food systems.
- Collaborate with other faculty and community leaders to facilitate and coordinate partnerships with local and state agencies, elected officials, and communities in developing urban/rural and community economic opportunities to enhance local and regional food systems.
- Provide a public education program for youth and adults to empower individuals and families to build healthy lives and achieve social and economic success.
- Extend educational training through volunteer systems.
- Establish an advisory committee of citizens and professionals to analyze the county situation, identify priority issues, and assist with program design to reach target clientele.
- Assist in community food initiatives, community supported agriculture, farm to consumer efforts, farmers markets, and agritourism opportunities.
- Become a certified and active ServSafe® instructor.
- Allocate 5% of your time to 4-H youth development on topics related to your area of expertise.
- Use traditional and innovative (e.g., web-based) educational methods to teach target audiences new practices, procedures, techniques, and skills that will result in positive behavioral or practice change with time.
- Deliver around 30% of your educational programming in the virtual or digital world including hybrid teaching methods.
- Seek grants, contracts, or other funding and partnership opportunities to support extension programs.
- Work with UF/IFAS and Orange County teams to identify needs, issues, and opportunities.
- Carry out other duties as outlined by the County Extension Director and the District Extension Director.

What you will bring (required):

- An earned bachelor's degree from an accredited university in family and consumer sciences, human nutrition, public health, or a closely related discipline. If hired solely with a bachelor's degree, we want you to grow in your career. Therefore, we expect you to make at least 50% progress towards obtaining a master's degree within the first 6 years of employment.
- Strong interpersonal and communication skills (oral and written).
- Ability to prioritize, multi-task, and balance diverse responsibilities.

- A strong commitment to customer service and Inclusion, Diversity, Equity, and Access (IDEA) guidelines of UF/IFAS Extension.
- Ability to possess or to be able to obtain and maintain a valid Florida Driver's license and pass a criminal background check.
- Flexibility with working hours; willingness to work irregular hours including evenings, weekends, and overnight travel, as well as travel with a County or University assigned vehicle, or a personal vehicle (mileage provided).
- Ability to comply with the Memorandum of Understanding between Orange County Government and the University of Florida for the county portion of this job.

What you will bring (preferred):

- A master's degree from an accredited university.
- Additional professional experience and leadership in closely related areas.
- Practical extension experience in teamwork, leadership skills, and problem-solving.
- Experience using a variety of educational methods including technology-enhanced and technology-based instruction to reach diverse audiences.
- Experience obtaining extramural funding.
- Excellent organizational skills and good record-keeping techniques.

Further information:

We will accept applicants without a bachelor's degree if the degree will be earned by December 2021.

In the event of an emergency, all employees considered essential personnel and may be required to perform alternate duties at county or district level.

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through Extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date. Are you a good match? Apply today!

Hillary Ayers

309 Rachelle Avenue Apt. 612 Sanford, FL 32771
407-312-1953 | HillAyers@gmail.com

Education

University of Central Florida
*Master of Science in Education-
Supporting High Needs Populations*

Orlando, FL
Expected Graduation Date Fall 2022

Florida State University
Bachelor of Science in Sociology and Child Development

Tallahassee, FL
May 2013

Experience

University of Florida/IFAS Extension Volusia County
Extension Program Manager

DeLand, FL
June 2021- Present

- Lead a local team to implement the programming set out in the annual plan for Volusia County
- Provide supervision and training to a team of 4 community Nutrition Educators
- Attend county Extension meetings, advisory meetings, and FNP training events
- Promote FNP within the community, recruit teaching sites and develop partnerships, complete regular programmatic reports, and complete the annual program plan and budget.

Seminole/Volusia County Schools
ESE Teacher

DeBary, FL
Jan 2019- June 2021

- Act as Case Manager for 20-30 students, developing Individualized Education Plans for each student
- Gather information from teachers, parents, and files to develop action plans for students
- Implement individualized classroom instruction to meet student needs
- Assist students in developing coping skills and meeting educational milestones
- Create a positive, achievement-oriented and structured learning environment
- Provide feedback to parents and students regarding progress

University of Florida/IFAS Extension Orange County
Family Nutrition Program Assistant

Orlando, FL
Jan 2017-Jan 2019

- Provide nutrition education and cooking demonstrations to SNAP eligible recipients, as well as homeless populations and adults/children in underserved communities, with the intent to help limited-resource families in Florida access more nutritious food choices on a budget and adopt healthier eating and physical activity habits
- Teach nutrition education classes to students in K-12 classrooms in the following Title I schools throughout Orange County: Millennia Gardens Elementary, Millennia Elementary, Sadler Elementary, Dillard Street Elementary, Riverside Elementary, Sally Ride Elementary, New Image Youth Center, Parramore Kidz Zone, Ocoee High School, and Fleet Farming Teen Program
- Teach nutrition education classes to adults at Matthew's Hope, Second Harvest Food Bank- Culinary Student Program, Goodwill of Central Florida, United Against Poverty, Orange County Public Library sites, Orlando Neighborhood Improvement Corporation sites, Orange County WIC sites, and various Senior Centers throughout Orange County
- Plan and prepare nutrition education lessons
- Collect demographic and impact data for evaluation on clients served

Starbucks Coffee
Supervisor

Orlando, FL
Sept 2007-Dec 2016

- Supervise a staff of 6 or less
- Act as Manager on Duty when Store Manager is not present
- Monitor and track store reports for inventory management
- Assess operations, referring problems to the appropriate individual
- Delegate appropriate responsibilities to other store partners to ensure smooth flow of operations
- Motivate partners to implement and meet store operation objectives
- Provide coaching and direction to other store partners as well as train all new hires

Discovery Cove
Associate Trainer

Orlando, FL
Oct 2015- Dec 2016

- Conduct daily guest interactions with Atlantic Bottlenose Dolphins
- Perform all daily husbandry tasks, including food preparation, daily observations/ record keeping of animals, and perform daily habitat maintenance

Gatorland
Keeper II

Orlando, FL
April 2014-Oct 2015

- Daily care and husbandry of all animals including: Panthers, Bobcats, Emu, Caribbean Flamingos, Owls, Parrots, Hoofstock, and a variety of reptiles
- Maintenance of animal exhibits, provide enrichment and training to assigned animals, assist in veterinary procedures, proper animal handling/restraint skills

SeaWorld Orlando
Educator and Aquatica Animal Ambassador

Orlando, FL
June 2013-April 2014

- Educate park guests, school groups, camp participants and private parties about marine animal information at animal exhibits throughout the park
- Conduct guided tours and presentations at marine mammal exhibits



UF/IFAS Extension

Office of District Extension Director – Central

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Gainesville, FL 32611-0220
352-392-1781
352-294-3544 Fax
tmomol@ufl.edu

January 19, 2022

Ms. Hillary Ayers
309 Rachelle Ave. Apt. 612
Sanford, FL 32771

Dear Ms. Ayers:

I am pleased to offer you the position of Orange County Extension Agent I, Family and Consumer Sciences (FCS) and Food Systems position 0001-4120 beginning March 7, 2022*. The annual salary will be \$47,000.00 with a 40% / 60 % split in funding sources between Orange County \$18,800.00 (40%), and the University of Florida \$28,200.00 (60%). Please note your employment is contingent upon your passing the county's prescreening process and approval of the Orange County Board of County Commissioners. This offer is also contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education, and any health assessments that may be required by the University of Florida. *The beginning date is subject to change based on the date that the background screening results are received. An employee cannot start working until the background screening results are received in HR.

As an Extension Agent I, Family and Consumer Sciences and Food Systems you will work under the direction of the Orange County Extension Director (CED), Mr. Kevin Camm, and Central District Extension Director (DED), Dr. Tim Momol. As with all County Extension faculty, your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the CED & DED. The assigned duties and responsibilities for this position are 100% Extension. Your assignments may be subject to change at the discretion of the CED/DED based on the needs of the department.

The University is committed to creating a community that reflects the rich racial, cultural, and ethnic diversity of the state and nation. To this end, the Institute of Food and Agricultural Sciences at the University of Florida is committed to providing a welcoming and respectful environment for all students, employees, and clientele.

The University of Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in education, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee outside activities or interests must not conflict, or appear to conflict, with their professional obligations to the University of Florida. Faculty members should use UFOLIO either to certify that there is nothing to disclose, or to report outside activities and interests in advance. At a minimum, if you have nothing to disclose, you should log in once every 365 days to certify this. See here for additional information: <https://coi.ufl.edu/>.

Hillary Ayers
January 19, 2022
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Your appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Board of Trustees of the University of Florida.

Special conditions of your employment:

1. If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest.
2. There is also considerable travel with evening and weekend meetings, which may or may not be by personal vehicle.

We are impressed with your skills and believe you will find your new position to be challenging, interesting, and rewarding.

Please sign below and return original to me.

Sincerely,



Tim Momol, Ph.D.
Professor and
Central District Extension Director

TM/nw

cc: Becky Redmond
Kevin Camm

I, Hillary Ayers, do accept the position as described above and agree to the salary and all conditions set forth in this letter.



1/20/2022 | 8:36 AM EST

Signature

Date