



**Interoffice Memorandum**

June 2, 2021

**AGENDA ITEM**

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

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

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

**SUBJECT: Consent Agenda Item – June 22, 2021**  
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 Erin Reichel as the new Orange County Extension Agent I, 4-H Youth Development. Ms. Reichel 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 \$49,000 with a 60%/40% split in funding sources between the University of Florida \$29,400 (60%) and Orange County \$19,600 (40%).

Ms. Reichel will be responsible for providing leadership for the development, implementation, and evaluation of Extension education programs on positive youth development of young people ages 5-18 through 4-H projects such as food systems, outdoor education, shooting sports, animal science and leadership. Ms. Reichel will also be overseeing the work of adult volunteers in operating their 4-H clubs for youth development. This includes recruiting, screening, training, evaluating, recognizing, and providing oversight of the volunteer pool according to state 4-H protocol.

Ms. Reichel has a Bachelor of Science degree in Animal Science from the University of Florida and is expected to pursue her master's degree. A copy of the job description and Ms. Reichel's resume, along with the position letter from the University of Florida are attached. Ms. Reichel's anticipated start date is June 27, 2021.

**ACTION REQUESTED: Acceptance of University of Florida's appointment of Erin Reichel as Orange County Extension Agent I, 4-H Youth Development. All Districts.**

KC:jamh

Attachment(s)

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

**Job Number:** 0001-4613

**Classification Title:** Extension Agent I or II – 4-H Youth Development

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.

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 Univ. 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. 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.

Our mission in the Florida Cooperative Extension Service is to partner with communities to provide quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families and communities.

We hire the best. Diverse views and experience make us strong. We are looking for candidates with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in inclusion. 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, a growing area in central Florida. We are looking for an individual who is self-starting, energetic, and team-oriented whose educational responsibilities include emphasis on positive youth development of young people ages 5-18 through 4-H projects such as food systems, outdoor education, shooting sports, animal science, and leadership. You must be able to work as part of a 4-H team including two office colleagues (another 4-H agent and a program assistant) to oversee delivery of 4-H educational programs. You must demonstrate excellent external and internal customer service, responding to client needs in a timely and professional manner. Your office will be located at the Orange County Extension Office in Orlando.

**What you will do:**

- Oversee the work of adult volunteers in operating their 4-H clubs for youth development. (Recruit, screen, train, evaluate, honor, and provide oversight of the volunteer pool according to state 4-H protocol.)

- Foster an inclusive environment and build effective relationships with stakeholders, county government, community leaders, private sector clientele, media, government agencies, county residents, and UF/IFAS faculty, staff, and extension administration.
- Organize a variety of educational events within the county while helping conduct district and state events.
- Plan, implement, and evaluate Extension programs with respect to 4-H Youth Development.
- Ensure office procedures related to handling of financial records within the 4-H office and reporting procedures are conducted according to state 4-H protocol.
- Seek local community support and volunteers.
- Keep accurate records.
- Complete an annual plan of work and report of accomplishment (including extension program planning, implementation and evaluation details) based on input from the advisory committee and other stakeholders. Additional faculty reports will be required.
- Cultivate relationships with businesses and community partners who have an interest in youth development.
- Provide leadership for 4-H youth councils.
- Actively participate in the Orange County 4-H Association.
- Work collaboratively to develop partnerships with agencies and organizations for interdisciplinary projects.
- Develop creative works, and write client and public-friendly publications and other educational materials.
- Seek extramural funding and participate in professional societies.
- Follow all county, UF, and IFAS Extension policies regarding Affirmative Action, program development, and parity.
- Occasionally assume other responsibilities that benefit the total county Extension program as assigned by the County Extension Director and/or the District Extension Director.

**What you will bring (required):**

- A bachelor's degree from an accredited college or university in youth development, education, community development/sociology, non-profit leadership, agriculture, or a closely related field. If hired solely with a bachelor's degree, we want you to advance your career by making at least 50% progress towards obtaining your master's degree within the first 6 years of employment.
- Strong oral and written interpersonal, communication, and leadership skills.
- Ability to prioritize, multi-task, and balance diverse responsibilities.
- A commitment to customer service and inclusion, diversity, equity, and access (IDEA) guidelines of UF/IFAS Extension.
- Ability to possess (or be able to obtain) a Florida driver's license.
- Flexibility with working hours; willingness to work irregular hours, including evenings, weekends and overnight travel.

- Ability to comply with the Memorandum of Understanding between Orange County Board of County Commissioners and the University of Florida.

**What you will bring (preferred):**

- A master's degree.
- Experience creating educational curricula, developing instructional materials, and applying teaching methods appropriate for youth.
- Expertise in getting groups to work together to achieve a goal, managing competing priorities, and adaptability to handle unexpected situations.
- Experience working in multi-cultural settings.
- Experience in marketing, teaching, and evaluating educational programs.
- Experience working with and managing volunteers.
- 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 May, 2021.

Employment is contingent on the results of a national background check screening through UF and Orange County.

In the event of an emergency, all Orange County employees are considered essential personnel and may be required to perform alternate duties.

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!

# Erin Reichel

3601 Forest Street Orlando, FL 32806

Phone: 407-766-3869 E-Mail: ErinReichel@gmail.com

## Objective

To obtain a position utilizing my existing experience working with youth and planning, facilitating, and implementing events to ultimately benefit the Central Florida community.

## Experience

### **Youth Program Specialist**

*Orange County Library System, Winter Garden, FL*

**February 2016-Present**

- Develop, plan, schedule and deliver specialized programs and events to customers aged infant to teen
- Cultivate and maintain relationships through outreach with local organizations and public schools to provide program and service material and gather information on the needs of customers
- Design promotional materials for specialized programs utilizing Illustrator, Photoshop and InDesign
- Distribute, collect and analyze surveys and evaluations and utilize data to improve programming and obtain funding for programs
- Recruit, interview, train and supervise teen and adult volunteers

### **Naturalist, Guest Experience**

*Conservancy of Southwest Florida, Naples, FL*

**July 2015-January 2016**

- Develop, deliver, and oversee daily educational guest programs
- Conceptualize, design, and implement specialized events including Little Explorers program, Kids Free Saturdays, seasonal festivals, and fundraisers
- Coordinate and train Education and Guest Experience interns and volunteers
- Ensure high level of customer service excellence through Welcome Center operation
- Daily husbandry duties, presentation, and care of ambassador animals

### **Education Instructor**

**September 2012-July 2015**

*Dolphin Research Center, Grassy Key, FL*

- Narrate outdoor public dolphin and sea lion presentations as well as facilitate indoor theater presentations to groups of all ages and sizes
- Coordinate week-long DolphinCamp and DolphinLab courses ages 10 through adult
- Lead private group day trips on educational tours and individualized programs
- Develop new presentations and expand upon existing programs including teaching for the College of Marine Mammal Professions
- Participate in community outreach programs and maintain strong relationships with local organizations
- Hire, coach and train education staff and volunteer interns

### **Conservation Education Instructor & Fill-In Coordinator**

**August 2010-August 2012**

*The Seas, Walt Disney World Resort, Lake Buena Vista, FL*

- Provide interactive and educational presentations to crowds of 200 plus guests
- Inspire and interact with guests using animal biofacts, demonstrations, and activities
- Facilitate Youth Educational Series programs to guests ranging in age from 5 to 18
- Train and teach new and existing employees and interns "Inspiration through Interpretation"
- Cross trained on Animal Kingdom's Group Education and Community Education teams

## Education

**Bachelor of Science Degree, Animal Science**

**Awarded May 2010**

*University of Florida, Gainesville, FL*

## Skills

- Experienced in planning, coordinating, facilitating, and analyzing effectiveness of community events
- Outgoing, flexible, and enthusiastic team player with a passion for the outdoors
- Excellence in customer service
- Frequent user of Microsoft Office, editing software, and social media platforms



UF/IFAS Extension

Office of District Extension Director – Central

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352-392-1781  
352-294-3544 Fax  
[tmomol@ufl.edu](mailto:tmomol@ufl.edu)

May 10, 2021

Ms. Erin Reichel  
3601 Forest Street  
Orlando, FL 32806

Dear Ms. Reichel:

I am pleased to offer you the position of Orange County Extension Agent I, 4-H Youth Development position 0001-4613 beginning June 27, 2021\*. The annual salary will be \$49,000.00 with a 40%/60 % split in funding sources between Orange County \$19,600.00 (40%) and the University of Florida \$29,400.00 (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 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, 4-H Youth Development 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.

As a condition of this offer of employment and as part of your pre-employment screening, you are required to satisfactorily complete the university's COVID-19 screening process. The screening includes a questionnaire and the option to participate in the UF COVID-19 nasal swab testing. Please note, any delay in this process may require an adjustment to your start date. If a change to your start date is needed, you will receive notification of this change in the form of an addendum.

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's outside activities or interests must not conflict, or appear to conflict, with their professional

Erin Reichel  
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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/>.

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.

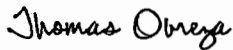
Special conditions of your employment:

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,

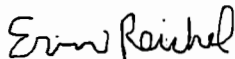


Thomas A. Obreza, Ph.D.  
Interim Dean for Extension

TO/nw

cc: Becky Redmond  
Kevin Camm

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



5/12/2021 | 4:04 PM EDT

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Signature

Date