



Individuals and communities  
transformed through human services

Volunteer Coordinator of Human Services Roundtable  
Streaming Discussion Forum

Necessary skills / attributes:

- Exceptional communication skills, both verbal and written
- Experience in group / discussion facilitation
- Mentorship skills

The Human Services Roundtable Coordinator is a volunteer position within the National Organization for Human Services (NOHS). The Coordinator would work with the NOHS Executive Committee and members to identify interesting and timely topics for discussion by NOHS Board, members, or other Human Services Professionals, who are deemed to have exceptional knowledge related to the topic of discussion.

The Coordinator would work with NOHS membership and other colleges and universities to recruit an intern trained in audio / video recording and editing. The Coordinator would supervise this media intern.

The Roundtable Coordinator identifies appropriate guests, schedules recording of the discussion, facilitates the discussion, then supervises an intern to complete the recording, as either a podcast or streaming video, editing, and posting of the discussion to a streaming host, such as YouTube. Roundtable discussions would then be made available to the public via a link on the NOHS website.

Attention to detail and quality is essential!

Please contact Don Spears at [dspears18@ivytech.edu](mailto:dspears18@ivytech.edu) for additional information or to be considered as the Human Services Roundtable Coordinator.