

US Servas Interviewer Job Description

~ enthusiastic volunteers who promote peace in every act undertaken in the name of Servas ~

Interviewers:

- Have applied and been approved by the Key Persons Committee and initially work with an experienced mentor;
- Are often the first Servas representative to greet new members and so they are very welcoming;
- Are willing to stay current with any changes in Servas policy or Servas-employed technology;
- Are experienced Servas travelers & hosts eager to share their positive experiences and advice;
- Have sufficient time to respond warmly by email and telephone to requests for interviews and to communicate with their Area Rep, Regional Coordinator and the Volunteer Coordinator as necessary;
- Are prepared to spend an hour or more interviewing new members
- Are good listeners who can encourage new members to talk about their goals with Servas;
- Can discern through listening, their own Servas experiences and intuition who is ready to travel/host with Servas and who is not, and are comfortable expressing that;
- Are able to follow up (by telephone or email) with new members;
- Are motivated to contribute to spreading the word about Servas in whichever ways they feel most comfortable;
- And are motivated to foster the Servas community in their own area.

Interviewers are expected to:

- Check and respond to their email weekly for Servas communications; check website weekly in case of missed email notifications & to respond to requests
- Communicate with the Volunteer Coordinator and their Area Rep or Regional Coordinator regularly
- Be able to navigate the US Servas website to respond to interview requests and file interview reports
- Be able to teach interviewees how to update and renew their Servas profiles and request host lists using the website (from their own knowledge or by giving them a guide)
- Help with the ongoing integration to ServasOnline (international) including helping explain E Stamps.