



Travel Ambassador Duties and Responsibilities

Travel Ambassadors are school-based DCPS employees, ideally at the secondary level, with an interest in global education and travel, who will dedicate significant time and energy to planning and implementing pre-departure, during travel, and post-travel activities for students. Travel Ambassadors are responsible for shaping the program from the beginning to end—from the recruitment of student applicants, to the moment when their return flight touches the ground.

Essential Duties and Responsibilities:

- **Recruit and help select students** by identifying eligible, interested applicants; communicate the value of travel to students and families, share program requirements and expectations, and track participant compliance with pre-departure processes; follow program recruitment and selection guidelines from DCPS Global Education
- **Maintain open, solutions-oriented, and consistent communication with Central Office** to share updates about student preparation pre-departure, flag all incidents and emergencies during travel, support alumni engagement, and deliver timely feedback
- **Commit to mandatory training sessions and program events, and collaborate with other Travel Ambassadors**, with the understanding that events may take place outside of school and business hours (i.e. evenings, weekends) and may require travel
- **Plan and lead before-, during-, and after-travel sessions and activities** to share information, lead reflection activities, and keep students safe and supervised at all times
- **Engage and work to retain students** in the DCPS Study Abroad program; support and collaborate with other Travel Ambassadors in their efforts to retain and engage students
- **Be a source of information** about study abroad and global education for designated travel group and for other potential travelers/families
- **Abide by and enforce the DCPS Study Abroad Code of Conduct, DCPS policies (including DCPS Travel Directive), vendor requirements, and trip itinerary**
- **Understand and comply with passport, visa, and vaccination requirements** required by the U.S. Department of State, Center for Disease Control, and foreign governments
- **Participate in travel to assigned destination(s)** (domestic and/or international), supervising students at all times
- **Engage and support student alumni**

Questions? Contact study.abroad@dc.gov.