



HATS Volunteering Guide

Hindu American Temple School (HATS)
is affiliated with the Hindu Society of Minnesota,
under the Education Branch of HSMN



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HATS Volunteering Guide Overview

This Teacher's Guide has been created to support both new and returning volunteers at HATS. It provides clear guidance on our volunteer structure and expectations, and practical tools for participating at HATS in a volunteering capacity.

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General Guidance for All Volunteers

Purpose & Vision of HATS

The Hindu American Temple School (HATS), under the Hindu Society of Minnesota, exists to preserve and propagate Hindu and Jain dharmic traditions, values, and culture in a non-sectarian way. The goal is to raise confident Hindu Americans who are knowledgeable about their heritage while thriving in modern society.

Core Values and Teaching Approach

- Seva (selfless service) as the foundation of all teaching.
- Non-sectarian and inclusive approach to all sampradaayas.
- Blending tradition with innovation - honoring scripture while using modern methods.

Cultural Sensitivity & Inclusivity

- Respect all Hindu traditions; avoid sectarian emphasis.
- Recognize students come from diverse family backgrounds, be inclusive and supportive.

Choosing the Right Role

HATS offers a variety of volunteer opportunities based on your availability, interests, and comfort level. Whether you prefer working directly with students, supporting operations behind the scenes, or contributing to special initiatives, each role plays an important part in building a strong and vibrant program.

Teacher Roles

Adult Teachers

Class Structure

- Each class has a Primary Teacher and one or more Co-Teachers/Assistants (which may include teen volunteers).
- The Primary Teacher is responsible for overall planning, lesson direction, and communication with parents and admin.
- Co-Teachers (Secondary) share in lesson delivery, manage activities, and provide support for small groups or individual students.
- Teen volunteers should be actively involved in leading parts of lessons, guiding students during activities, and submitting weekly notes.

Weekly Flow

1. Assembly (all classes together): Prayers, announcements, short presentation. Teachers are expected to attend with students.
2. Dharma Class: Stories, discussions, activities tailored to each level.
3. Language Class: Level-based Hindi (or other language) sessions focused on speaking first, with reading/writing as supplemental.
4. Wrap-Up: Announcements, cleanup, and dismissal.

Primary Teacher Responsibilities

- Plan lessons with co-teachers and ensure alignment with the syllabus.
- Lead the opening prayer and main lesson or designate a co-teacher/teen to do so.
- Ensure attendance is taken weekly in Alora.
- Submit or review weekly class notes (in text, not screenshots) to the class dashboard.
- Coordinate end-of-year presentation preparation with co-teachers and students.

Co-Teacher (Secondary) Responsibilities

- Support the primary teacher in lesson delivery and classroom management.
- Lead activities, group work, or prayers when designated.
- Help monitor student participation and provide feedback to the primary teacher.
- Assist with preparing class materials, uploading homework/notes, and supporting Annual Day/assembly presentations.

Teenage Volunteers

Role Overview

Teen volunteers are classroom leaders, role models, and essential supports.

Expectations

- Actively assist teachers (attendance, prayers, guiding younger students).
- Submit class notes weekly (in text, not screenshots).
- Model maturity, kindness, and engagement.
- Communicate absences with teachers.

Expanded Responsibilities

- Teens should gradually be given chances to run partial or full lessons (every few weeks).
- Lead activities, projects, or small-group discussions.
- Help prepare end-of-year presentations with slides, costumes, and practice sessions.
- Support material setup and cleanup, including supply boxes.

Personal Growth

- Journaling on seva and dharma.
- Reflection on leadership and responsibility.
- Opportunities to step into teaching roles with teacher mentorship.

Substitute Teachers

Role Overview

Substitute teachers provide critical support by stepping in when regular teachers are unavailable, ensuring continuity for students and minimal disruption to classes.

Expectations

- Be available on an as-needed basis (advance notice when possible).
- Follow the provided lesson plan for the day.
- Manage classroom flow, including prayer, lesson, and wrap-up.
- Communicate any important notes or issues to the primary teacher after class.

Responsibilities

- Review lesson materials ahead of time (shared via dashboard or teacher).
- Lead or support the class depending on comfort level and experience.
- Ensure attendance is taken and basic class structure is followed.
- Maintain a positive and engaging classroom environment.

Administrative Volunteers

Role Overview

Administrative volunteers support the behind-the-scenes operations that keep HATS running smoothly each week. The roles and tasks may vary depending on volunteers interests and skills.

Expectations

- Be available during class time or for specific assigned tasks during the week as predetermined.
- Follow established processes and communicate clearly with the HATS management team.
- Be reliable and consistent in fulfilling assigned responsibilities.

Responsibilities (depending on assigned task/role)

- Assist with student check-in, attendance support, and general coordination.
- Help manage classroom logistics (room assignments, materials distribution, etc.).
- Support communication efforts (emails, announcements, updates).
- Assist with event coordination (assemblies, Annual Day, special programs).
- Provide general support to teachers and leadership as needed.

Special Activities & Project Volunteers

Role Overview

Special activity and project volunteers contribute to enriching the HATS experience through one-time or short-term initiatives beyond regular classes.

Examples of Involvement

- Cultural or creative sessions (art, music, dance, storytelling).
- Health and wellness sessions (yoga, Ayurveda, mindfulness).
- Parent sessions, panels, or workshops.
- Educational projects (curriculum development, technology, content creation).
- Book clubs or discussion groups.

Expectations

- Lead or support a specific activity, session, or project.
- Coordinate with HATS leadership on timing, structure, and materials.
- Ensure content aligns with HATS values and overall program goals.

Responsibilities

- Plan and prepare materials for the session or project.
- Communicate any requirements in advance (space, supplies, tech needs).
- Deliver an engaging and age-appropriate experience.
- Provide a brief summary or feedback after completion (if applicable).