

# **ORIC**

## **POTENTIAL VOLUNTEER ORIENTATION GUIDE & CHECKLIST**

### **WHAT IS ORIC?**

#### **ORIC (Outdoor Recreation Information Center)**

- ORIC is a partnership of government agencies (federal and state), non-government organizations (commercial and non-profit), and a host of volunteers, established for the purpose of providing outdoor recreation information and assistance to the public, free of charge.
- ORIC is run by the U. S. Forest Service in conjunction with its partners, and is staffed by a fulltime USFS ranger and a collection of part-time volunteers.
- ORIC operates from the REI Denver Flagship Store (1416 Platte Street; Denver, CO 80202) during normal store hours.
- [www.oriconline.org](http://www.oriconline.org)

#### **ORIC Partners**

- US Forest Service (USDA USFS)
- US National Park Service (USDI NPS)
- US Geological Survey (USDI USGS)
- US Bureau of Land Management (USDI BLM)
- Colorado State Parks
- Colorado Division of Wildlife
- Colorado Mountain Club (CMC)
- REI

#### **ORIC USFS Ranger**

- Bryan Fons
  - Voice: 303-433-0845
  - Cell: 303-328-5715
  - Fax: 720-855-7120
  - Email: [bfons@fs.fed.us](mailto:bfons@fs.fed.us)

# **ORIC RESOURCES**

## **Computer**

- oriconline.org
- Favorites: Links database to numerous outdoor websites
- Calendar: Calendar with volunteer days and hours, and online sign-up

## **Desktop Reference Books**

- Answer Book
- Top Ten Book
- Loop Hikes Book
- Trails Book
- Camping Book
- Desert Book
- Water Activities Book
- Hot Springs Book
- Photo Album

## **Desk Drawers**

- Guide Books
- Maps
- Information Files

## **Desk Phone**

- Phone line for contacting various agencies and organizations (long distance access)

## **Retail Maps & Books**

- Map Table
- Map Cabinet (topos)
- Map Racks (Trails Illustrated maps, USFS maps, etc.)
- Map Machine
- Books (instructional, guides, narratives, etc.)

## **Map & Compass Classes**

- Map & Compass Class provided by the USGS every Friday at 1:00 PM, free to the public

## **ORIC VOLUNTEER BENEFITS**

### **Concessions**

- REI Discount
- Annual State Parks Pass

### **Opportunities**

- Opportunity to interact with the public
- Opportunity to pass your outdoor knowledge to others
- Opportunity to expand your outdoor knowledge
- Opportunity to represent your partner organization to the public

## **ORIC VOLUNTEER EXPECTATIONS**

### **Appearance**

- Dress and behave appropriately

### **“Duties”**

- Be friendly, courteous, helpful, and respectful to the public, fellow volunteers, and REI staff
- Engage the customers and offer assistance
- Be an ambassador for the outdoors and the partner organizations

## **TODAY**

### **Join us**

- Make an appointment today to speak with Bryan Fons, USFS about joining our ORIC team.
- Your contribution will benefit us all.

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## VOLUNTEER ORIENTATION GUIDE & CHECKLIST

### **BEFORE ARRIVING**

#### **Check ORIC Calendar**

- [www.calendar.yahoo.com](http://www.calendar.yahoo.com)
- ID: oriccolorado
- Password: volunteer
- Check availability for days and hours

#### **Sign-up**

- Select Day
- Add
- Title (Name)
- Time (Hours)
- Save

### **AFTER ARRIVING**

#### **Computer Start-up**

- Log On to Explorer (ORIC Homepage)
- Open Wordpad
- Printing (use Wordpad for bulk web addresses, then print single page)

#### **Desk Tour**

- Name Tags
- Sign-in Sheet
- Daily Visitor Count
- Communication Log
- Drawers
- Wall Brochures
- Telephone
- Office key
- On Break Sign

#### **ORIC (Bryan's) Office**

- Sign-in sheet
- Supplies
- Telephones

## **DAILY ACTIVITIES**

### **When Busy**

- Engage Customers
- Offer assistance

### **When not Busy**

- Stamp brochures with ORIC stamp
- Replenish brochures
- Add to the Top Ten Book
- Update handbooks
- Familiarize yourself with the ORIC resources
- Become more proficient with the Map Machine
- Familiarize yourself with the REI Store
- Store is continuously being re-arranged

## **STORE TOUR**

### **Hours of Operation**

- Monday-Friday 10:00AM-9:00PM
- Saturday 10:00AM-7:00PM
- Sunday 10:00AM-6:00PM

### **General Layout**

- Customer Service
- Rentals
  - Park Passes
  - Fishing License (Rescue Pass)
- Restrooms
- Product Locations

# ORIC

## VOLUNTEER TRAINING GUIDE & CHECKLIST

### INFORMAL TRAINING

#### Maps & Navigation

- USGS Topographic Maps (Topos)
- USFS Maps
- Trails Illustrated Maps
- Other Maps
- Compasses
- Map & Compass use
- Map Machine

#### Computer “Tricks”

- Adding to the Favorites
- Printing Web Addresses from the Favorites

#### Desk Reference Books

- Effectively using them

#### Working with the Customers

- Start with a good working knowledge of the resources
- Tricks to efficiently helping the customers

### FORMAL TRAINING

#### Periodic Clinics

- Various Clinics on various Topics are held through the year (on-site and off)