Venango County

Job Shadow Resource Guide

2025



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Authors' Note

Who created this guide?

This Job Shadow Guide for Students and Businesses has been compiled through a vision of several members of the 2019 Venango Leadership Class. The team members included: Randy Arnold (Mechanical Engineer, Creative Logistics), Tessa Byham (Executive Assistant, Venango Area Chamber of Commerce), Dan Flaherty (Executive Director, Oil Region Library Association) and Lauren Lupinacci (Program Manager, Bridge Builders Community Foundations). In addition, the guide has been updated by members of the 2024 Venango Leadership Class. The team members included: Hilary Bienio (International Trade Specialist, Northwest Commission), Tyler Brown (General Business Manager, Webco Industries), Kyle Gabler (Quality Engineer, Creative Logistics), Kelsey Harrah (Library Assistant, Oil Region Library Association), Natalie Lander (Professor, Gannon University), Leann Mehok (Laboratory Manager, UPMC Northwest), and SaVanha Scott (Accounts Payable Specialist, Deets Mechanical).

Why was this guide created?

The focus of this project was to connect students to prospective local businesses and demonstrate the potential for career growth in Venango County. The project need was identified through a community conversation in which a disconnect between students and area businesses was observed. Job shadows have become increasingly more popular and are often required, or at the very least, highly recommended, by area school districts. This is a compilation of jobs within the community, the most current average salaries for our region, and contacts for job shadow experiences at a variety of local businesses. The guide also provides tips for preparation on the part of the business and the student to make the job shadow experiences more meaningful for all involved.

Where did the information come from?

Statistical information throughout this guide was gathered from the United States Bureau of Labor Statistics (2024) (https://www.bls.gov/oes/current/oes_4200001.htm#top) Categories selected for organizations were loosely based off the NAICS Industry definitions and Venango Area Chamber Business Directory. The Venango Leadership class members contacted local businesses for inclusion in this guide and received overwhelming enthusiasm on the part of each participant. By no means do the authors feel this guide is complete. It is meant to be a starting point for students researching potential career paths and connecting them to local businesses within their particular field(s) of interest. The authors are hopeful that the guide will continue to be updated to include more businesses and categories in order to further inform future students and area businesses.

This guide was published in May of 2019, updated July of 2025, and will be reviewed annually.
If you would like your business to be included in or removed from this guide, please contact the Venango Area Chamber of Commerce at (814) 676-8521 or chamber@venangochamber.org.

Job Shadow Business Pledge Form

As a participating Business in student Job Shadows

I, _____, pledge to provide the following:

- A safe learning environment to the prospective student(s)
- This includes notifying the student of required clothing and physical abilities required to participate safely and fully
- This also includes proper supervision/oversight during the entire visit
- Complete attention to the student during their visit
- A tour of our facility and background information about the business
- A reasonable amount of time for Q&A with the student
- Information regarding specialized training/schooling for positions within the business/field, salary ranges, hard/soft skills needed and career paths
- Provide clearly stated expectations to the student
- Provide follow-up input to the school when necessary to maximize the success of future job shadows

_____ ___/____/____

Signature **Date**

_____

Title

_____

Contact (Phone or Email)

Job Shadow Student Pledge Form

As a participating Student in Business Job Shadows

I,_____, pledge to provide the following:

- Contact the potential host business site directly to make arrangements
- Show up on time and wear appropriate attire as directed by the business
- Dedicate my full and undivided attention to the job shadow supervisor during the scheduled time
- Be attentive and ask questions related to the business and wider field
- Provide clearly stated expectations to the prospective job shadow business
- Account what I learned to the school via a written report and/or verbal presentation

_____ ___/____/____

Signature **Date**

_____

Parent/Teacher Signature

_____

Contact (Phone or Email)

Tips for Students When Doing a Job Shadow

Before the Job Shadow:

- Contact the potential host business site directly to make arrangements
- Don't have a parent or teacher call!
- Set a clear time to show up and what time it will end
- Provide clearly stated expectations to the prospective job shadow business
- Report how many hours you need to shadow and if they can accommodate all of them or partial amounts
- If they can't accommodate all hours at once, perhaps you can do multiple visits
- Report specific information you will seek to learn from them
- Ask about any specific requirements for the job shadow
- Any physical abilities possibly required to fully participate
- Proper clothing requirements or restrictions
- Particular entrances or parking spaces to use (or avoid)
- Ask if they will be interested in any follow-up report from you or the school

During the Job Shadow:

- Show up on time and wear appropriate attire as directed by the business
- Be respectful of your supervisor, other employees, equipment and space
- Be attentive and ask questions related to the business and wider field
- Dedicate your full and undivided attention to the job shadow supervisor during the scheduled time
- Follow all the rules that were provided to you and any visitors to their business
- Ask about similar businesses or business partners that you might be able to consider seeking further information from
- Stay off your phone! If given permission, limit use to important tasks like coordinating a ride with parents or recording data/information from your experience

After the Job Shadow:

- Account what you learned to the school via a written report and/or verbal presentation. Offer the business an opportunity to review the information if they wish.
- Send a thank you letter/note to the business for their time
- Consider this business for future internships or employment opportunities!

Questions to Ask During Your Job Shadow

1. What products and/or services does your business or organization provide?

2. What does a typical day or week look like for you?

3. What do you like and dislike about your job?

4. What are your biggest successes and challenges?

5. What are the skills needed to be successful in this business or field?

6. What is your typical schedule, pay, and benefits structure?

7. What training and education requirements are necessary to get into this field?

8. What career advancement opportunities are available here and in the field in general?

9. Where do you see your business/field in 5 years? 10 years?

10. Is there anything I haven't asked you that you'd like to tell me about?

Job Shadow Tips for Businesses

Before the Job Shadow:

- Provide clearly stated expectations to the student
- Clearly communicate to the student the dress requirements and physical abilities required to participate safely and fully
- Include what time the student should arrive and what time they'll leave
- Notify the student of particular parking areas and entrances to use (or avoid)
- Clarify any specific questions or information the student will be seeking during the visit

During the Job Shadow:

- Provide a safe learning environment to the prospective student with proper supervision/ oversight during the entire visit
- Provide a break if the job shadow is long or demanding
- Provide a tour of our facility and background information about the business
- Allow for a reasonable amount of time for Q&A with the student
- Provide information regarding specialized training/schooling for positions within the business/field, salary ranges, hard/soft skills needed and career paths

After the Job Shadow:

- Provide follow-up input to the student and/or school when necessary to maximize the success of future job shadows
- Consider this student for future internship or employment opportunities

Animal Services

This industry comprises of establishments of licensed veterinary practitioners primarily engaged in the practice of veterinary medicine, dentistry, or surgery for animals; and establishments primarily engaged in providing testing services for licensed veterinary practitioners. Additionally, it includes other areas of animal care/service workers and those that handle animals for the purpose of investigations of mistreatment or control of abandoned, dangerous or unattended animals.



	Average Salary	Training/Education Required
Animal Care Worker	$33,860	High school diploma/G.E.D.
Veterinary Technician	$45,980	Associate's degree
Animal Control Officer	$43,170	High school diploma/G.E.D.
Veterinarian	$125,510	Doctoral degree and /or professional certificate

Venango County Humane Society
Dan Prichard
814-677-4040

Franklin Animal Clinic
Christine Marinec
814-437-5768

Precious Paws Animal Rescue
Julie Amsden
814-671-9827

Destiny's Kennel
Christina Moffett
814-657-3508
Destinyskennel@gmail.com

Precious Paws Veterinary Services
Teresa Weldon
814-676-8581

Art, Entertainment & Recreation

The Arts, Entertainment, and Recreation sector includes a wide range of establishments that operate facilities or provide services to meet varied cultural, entertainment, and recreational interests of their patrons. Professions within this category vary greatly.



	Average Salary	Training/Education Required
Photographer	$42,520	High school diploma/G.E.D.
Graphic Designer	$61,300	Bachelor's Degree
Librarian	$64,320	Bachelor's or Master's Degree
Editor	$75,260	Bachelor's Degree
Merchandise/ Window Displayer	$30,810	High school diploma/G.E.D
Public Relations	$66,750	Bachelor's Degree

Oil Region Libraries
Daidre Green
814-678-3072
814-432-5062
dgreen@oilregionlibraries.org

Oil Region Alliance
Emily Altomare
814-677-3152
ealtomare@oilregion.org

HomeFront Photographer
Garey Scott
814-671-5696
garey@homefrontphotographer.com

Wild Cat Mansion
Jon Bernstein
814-356-0407
jon@wildcatmansion.com

Evergreen Pottery
Angela Wyant
814-516-2007
evergreenpottery@gmail.com

DeBence Antique Music World
Cassady Calder
(814) 432-8350
debencemuseum@verizon.net

Business

A focus on the aspects that make an organization run. Management can include organizing the workflow of people, time, products, and money. Production managers, team leaders, and human resources will focus on managing people and time to create the most value. Accountants and purchase managers will focus on flow of available funding. Product managers, marketing, and advertising will focus on the product or service and how to create value within the organization. All of these relate as the core of business management – what to do and how to do it.



	Average Salary	Training/Education Required
Bill and Account Collector	$46,040	Moderate-term on-the-job training
Bookkeeping, Accounting, Auditing Clerk	$49,210	Moderate-term on-the-job training
General Office Clerk	$43,630	Short-term on-the-job training
Financial Manager	$161,700	Bachelor's degree
Human Resource Specialist	$72,910	Bachelor's degree
Human Resource Manager	$140,030	Bachelor's degree
Compensation, Benefits Specialist	$77,020	Bachelor's degree
Accountant, Auditor	$81,680	Bachelor's degree
Cost Estimator	$77,070	Bachelor's degree
Market Research Analyst	$76,950	Bachelor's degree

Komatsu Mining Corp.
Aundrea Hill
814-437-1355
Aundrea.hill@global.komatsu

PEPRO LLC
Kelly Lander
814-676-5688

Northwest Bank
Bob A Macormac
814-676–5648
Option #3

UPMC Northwest
Kathleen Hall
814-678-4925
Hallk17@upmc.edu

Matric Group
Jessica Carnahan
Stacy Snider
814-677-0716

Webco Industries
Bobbie Nahay
814-678-1325

PennDOT
Curt Daloise
814-678-7114

Commercial Sales/Sales

A commercial sales representative is someone who attempts to sell a product or service for a company. Commercial sales reps are often considered the most important employees in their respective business, as their success determines its profitability. They work in every industry in one form or another, and often work on commission, receiving a base salary along with a percentage of what is sold.



	Average Salary	Training/Education Required
Insurance Sales Agent	$60,370	High school diploma/G.E.D. and licensing training course
Insurance Claims & Policy Processing	$46,900	High school diploma/G.E.D. and licensing training course
Sales Representative Scientific and Tech Products	$99,710	Bachelor's degree
Retail Sales	$34,730	Highschool diploma/G.E.D.

Barr's Insurance, Inc.

Lori Marvin

814-724-9604

lori@barrsinsurance.com

Franklin Insurance Agency, Inc.

Deb Woolcock

814-432-4523

debwoolcock@franklin-insurance.com

Rossbacher Insurance Group

Jeannie Henry

814-677-4095

Electralloy

Duane Laskey

814-678-4164lgocarlson.com

Matric Group

Jessica Carnahan

Stacy Snider

814-677-0716

Allegheny Toyota

Jason Taft

814-437-7884

jtaft@alleghenytoyotapa.com

A Crivelli Chevrolet-Subaru

Eric Weber

814-610-1101 ext 135

eweber@theautogiant.net

Williams Travel

Christine Hollis

814-677-1237

christine.williamstravel@gmail.com

Engineering

Engineering is the application of science to design practical things. Most of the time this starts advanced study in a particular field followed by career of applying the knowledge to different products. The fields can be wide ranging, from architectural, civil, mechanical, manufacturing, electrical, control, and software. Throughout each field, the objective is to create a design or process that solves a problem in a new way.



	Average Salary	Training/Education Required
Architect	$96,690	Bachelor's degree and internship
Civil Engineer	$99,590	Bachelor's degree
Computer Network Support Specialist	$61,550	Bachelor's degree
Electrical Engineer	$118,780	Bachelor's degree
Environmental Engineer	$104,170	Bachelor's degree
Industrial Engineer	$101,140	Bachelor's degree
Software Engineer	$131,450	Bachelor's degree
Mechanical Engineer	$102,320	Bachelor's degree

Komatsu Mining Corp.
Aundrea Hill
814-437-1355
aundrea.hill@global.komatsu

PEPRO, LLC
Kelly Lander
814-676-5688

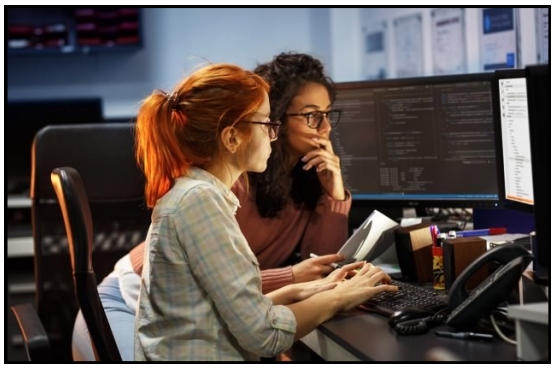
Webco Industries
Bobbie Nahay
814-678-1325

PennDOT
Curt Daloise
814-678-7114

Matric Group
Jessica Carnahan
Stacy Snider
81-677-0716

Information Technology

The study or use of systems (especially computers and telecommunications) for storing, retrieving, and sending information. The technology involving the development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data. Employees typically work for establishments primarily engaged in writing, modifying, testing, and supporting software to meet the needs of a particular customer



	Average Salary	Training/Education Required
PC Support Specialist	$61,550	High school diploma/G.E.D.
Information Security Analyst	$124,910	Bachelor's degree
Network and System Admin	$96,800	Bachelor's degree
PC Programmer	$98,670	Bachelor's degree
Software Developer	$131,450	Bachelor's degree

CS Technologies Plus

Lisa Groner

814-677-2447

Food Services

Food Service or catering industry defines those businesses, institutions, and companies responsible for any meal prepared outside the home. This industry includes restaurants, school and hospital cafeterias, catering operations, and many other formats. The companies that supply foodservice operators are called foodservice distributors. Foodservice distributors sell goods like small wares and foods.



	Average Salary	Training/Education Required
Host/Hostess	$29,220	Short-term on-the-job training
Waiter/Waitress	$33,760	Short-term on-the-job training
Bartender	$33,530	Short-term on-the-job training
Food Preparation	$34,220	Short-term on-the-job training
Cook	$35,760	Vocational or apprenticeship program
Chef/Head Cook	$60,990	High school diploma/G.E.D and training program
Dishwasher	$31,200	High school diploma

Woods and River Coffee
Erin Wanninger
814-493-8932
woodsandrivercoffee@gmail.com

Perk Up
Cheyenne Latshaw
814-677-4089
perkup814@gmail.com

Baked Goods from Heaven
Heaven Daugherty
814-758-2414
bakedgoodsfromheaven@gmail.com

Baytree Farms
Warren Thomas
814-671-3922
warren@baytreefarm.com

Health Professions

Health professionals maintain health in humans through the application of the principles and procedures of evidence-based medicine and caring. Health professionals study, diagnose, treat and prevent human illness, injury and other physical and mental impairments in accordance with the needs of the populations they serve. They advise on or apply preventive and curative measures, and promote health with the ultimate goal of meeting the health needs and expectations of individuals and populations, and improving population health outcomes.



	Average Salary	Training/Education Required
EMT/Firefighter	$46,350—$59,530	Training program, long-term on-the-job training
Home Health/Personal Care Aide	$34,900	High school diploma/G.E.D.
Licensed Practical Nurse (LPN)	$62,340	High school diploma and 1 year training program
Registered Nurse (RN)	$93,600	Bachelor 's degree
Physicians Assistant (PA)	$133,260	Master's degree from an accredited program
Medical Laboratory Scientist	$61,890	Bachelor's degree
Phlebotomist	$43,660	High school diploma and 1 year training program
Dental Hygienist	$94,260	Associate's degree

Community Ambulance

Tim Fletcher

814-432-2080

Oakwood Heights

Chris Plyler

814-676-8686 ext. 107

UPMC Northwest

Kathleen Hall

814-678-4925

hallk17@upmc.edu

Oil City Fire Department

Fire Chief Tim Alex

814-678-3061

Oil City Healthcare and Rehabilitation Center

Ann Lowry

814-676-8208

West Park Rehab

Missy Crocker

814-437-6191

Legal

This category includes law enforcement officers, probation officers, dispatchers, attorneys/lawyers, law clerks and paralegals. These occupations have a broad range of salaries and education requirements, but they all work around upholding, understanding or enforcing the law.



	Average Salary	Training/Education Required
Law Enforcement Officer	$77,270	High school diploma/G.E.D. and training academy
Probation/Parole Officer	$64,520	Bachelor's degree, short-term on-the job training
Dispatcher	$50,730	High school diploma/G.E.D.
Attorney/Lawyer	$151,160	Doctoral or professional degree
Paralegal	$61,010	Associate's degree

Wilson, Thompson, & Cisek Law Firm

Bill Cisek

814-437-2121

Franklin Police Department

Police Chief Kevin Saragian

814-437-1644

Oil City Police Department

Police Chief Cory Ruditis

814-678-3080

Oil City Fire Department

Fire Chief Tim Alex

814-678-3061

Manufacturing

The job of getting things done. Production and manufacturing jobs can be as simple as moving materials, packaging products, or keeping a production machine running. Production work generally requires minimal on the job training and people can quickly become effective.



	Average Salary	Training/Education Required
Production - Assemblers/Fabricators	$43,570	High school diploma or equivalent
Metal and Plastic Machine Workers	$46,800	Moderate-term on-the-job training
Hand Laborers and Material Movers	$37,680	Short-term on-the-job training
Construction Laborers and Helpers	$46,050	Short-term on-the-job training

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Aundrea Hill
814-437-1355
aundrea.hill@global.komatsu

Matric Group
Jessica Carnahan
Stacy Snider
814-677-0716

PEPRO LLC
Kelly Lander
814-676-5688

Penn DOT
Curt Daloise
814-678-7114

Electralloy
Duane Laskey
814-678-4100

Webco Industries
Bobbie Nahay
814-678-1325

Mechanic

Perform a wide range of mechanical and electrical repair and maintenance services for automotive vehicles, heavy equipment and machinery. This may or may not include preventative maintenance (engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters), vehicle/ equipment inspections, running diagnostics tests and conducting repairs.



	Average Salary	Training/Education Required
Auto Mechanic	$49,670	High school diploma/G.E.D.*
Diesel Mechanic	$60,640	High school diploma/G.E.D.*
Heavy Equipment Mechanic	$ 61,900	High school diploma/G.E.D.*
Industrial Mechanic	$63,510	High school diploma/G.E.D.*

***Increasingly, employers prefer postsecondary certifications in addition to HS diploma**

A Crivelli Chevy/Subaru
Michael Harris
814-670-1100 ext 304

Allegheny Toyota
Jason Taft
814-437-7884

Action Auto Service
Bill Kapp
814-678-7700

Klapec Auto Body
Nick Nick
814-676-3662

Nonprofits

Associations, charities, cooperatives, and other voluntary organizations formed to further cultural, educational, religious, professional, or public service objectives. Their startup funding is provided by their members, trustees, or others who do not expect repayment, and who do not share in the organization's profits or losses which are retained or absorbed. Approved, incorporated, or registered NPOs are usually granted tax exemptions, and contributions to them are often tax deductible.



	Average Salary	Training/Education Required
Social and Human Service Assistant	$45,120	High school diploma/G.E.D.
Meeting, Convention, and Event Planners	$59,440	Bachelor's degree
Social and Community Service Managers	$78,240	Bachelor's degree
Childcare Workers	$32,050	High school diploma/G.E.D.
Education & Childcare Administrator Preschool & Daycare	$ 54,290	Bachelor's degree

Barrow Civic Theatre
Zachary Covington
814-432-5196 Option 3
executivedirector@
barrowtheatre.com

Community Services of Venango County
Meghan Dunham
814-678-7766 ext 134
msnyder@csvanango.com

Venango Area Chamber of Commerce
Susan Williams
814-676-8521
swilliams@venangochamber.org

Oil City Child Development Centers
Luke Braughler
814-670-0240
lbraughler@cdcenters.org

Venango County 4H
Abigail Brockett
814-209-4845
azb6041@psu.edu

Northwest Commission
Shana Smith
814-677-4800 ext 111
shanas@northwestpa.org

Oil Region Library Association
Daidre Green
814-678-3072
814-432-5062
dgreen@oilregionlibraries.org

Oil City YMCA
Emma Davis
814-677-3000
ocywellness@oilcityymca.net

Education

Teachers provide our first contact with the process of lifelong learning. Educators, whether they are teachers, professors or guidance counselors must be knowledgeable and aware of the impact they have on young people. Educators and those in this category are professionals who can do their job with dedication and responsibility.



	Average Salary	Training/Education Required
Teaching Assistant	$35,240	High school diploma, certificate program
Teacher	$64,580	Bachelor's degree
Professor (Postsecondary teacher)	$83,980	Master's degree OR doctoral degree
Principal	$104,070	Master's degree
School Counselor	$65,140	Master's degree

Oil City School District

Vera Campbell

814-676-1867

Franklin Area School District

Linda Haag

814-432-8917

Cranberry Area School District

Andy Godinich

814-676-5628

Titusville Area School District

Bridget O'Neill

boneill@gorockets.org

814-827-2715

Oil City Child Development Center

Luke Braughler

814-670-0240

Oil City YMCA Child Care

Jennifer Cooper

814-670-0594

Trades

Trade jobs are those that require some learned skills and training for working in a specific industry or on a specific set of equipment. Workers can spend a combination of a year or two in specific training and on the job training in order to become familiar with the intricacies of the job. Industries can include construction, healthcare, food service, transportation, and manufacturing.



	Average Salary	Training/Education Required
Electrician	$62,350	Apprenticeship
Tool and Die Maker	$57,700	Long-term on-the-job training
Plumber, Pipefitter, Steamfitter	$62,970	Apprenticeship
Heating, Air Conditioning and Refrigeration (HVAC)	$59,810	Training program, long-term on-the-job training
Heavy and Tractor-Trailer Truck Driver	$57,440	Training program
Welders, Cutters, Solderers & Brazers	$51,000	Moderate-term on-the-job training
Machinist	$48,510	Long-term on-the-job training
Farm Equipment Mechanic	$49,210	Moderate-term on-the-job training
Boilermaker	$73,340	Apprenticeship
Woodworker	$43,720	High school diploma/G.E.D.
Carpenter	$59,310	Apprenticeship
Drywall and Ceiling Tile Installer	$58,800	Moderate-term on-the-job training
Brickmason & Blockmason	$59,640	Apprenticeship
Roofer	$50,970	Moderate-term on-the-job training
Carpet Installer	$47,520	Apprenticeship
CNC Tool Operator	$48,550	Moderate-term on-the-job training
Construction Equipment Operator	$58,320	Moderate-term on-the-job training
Drafter	$65,380	Associate's degree
Boilermaker	$73,340	Long-term on-the-job training

Trades

Klapec Trucking Company
Greg Lander
814-676-1512

Komatsu Mining Corp.
Aundrea Hill
814-437-1355
Aundrea.hill@global.komatsu

Matric Group
Jessica Carnahan
814-677-0716

PEPRO LLC
Kelly Lander
814-676-5688

Penn DOT
Curt Daloise
814-678-7114

Electralloy
Duane Laskey
814-678-4100

Webco Industries
Bobbie Nahay
814-678-1325

Does your business or organization belong in this guide?

Contact the Venango Area Chamber of Commerce at
(814) 676-8521 or
hplowman@venangochamber.org