



1600 Sheridan Street
 Ely Minnesota 55731
 Ely.org – 218-365-6123
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JOB OPENINGS FOR APRIL 2021

Business Name	Address	Phone	Contact	Email	Job Description	Application Process
Ely Chamber of Commerce & Visitor Center	1600 E. Sheridan St, Ely	218-365-6123	Eva Sebesta	director@ely.org	Information Receptionist: The Chamber is seeking a seasonal staff person to assist with providing visitor information from late May to late September. Some computer skills needed, excellent customer service skills required, and light cleaning. The position is 10 a.m. to 4 p.m. Monday, Tuesday, Friday and Saturday. Potential for additional hours and winter hours.	Complete enclosed application.
Ely DQ Grill & Chill	1441 E. Sheridan St, Ely	218-365-5101	Paul Ivancich	ElyDQ5101@gmail.com	Staff: The DQ Grill & Chill is hiring year around customer service positions. Come and work at a 50 plus year company with Christmas, New Year, Thanksgiving and Easter off! Competitive starting wage if experienced. Starting with customer service with management opportunities. Will work around family and activities to provide a fair work experience.	Contact Paul for a job application.
Williams & Hall Outfitters	14694 Vosburgh Rd, Ely	218-365-5837 218-235-8122	Charlene Hall	Charlene@willim sandhall.com	Cook: May 24 th thru September 12 th , 2021. Provide Dinner and Breakfast daily to resort guests. Provide Breakfast, Lunch, and Dinner for Resort Crew. Help in planning meals, prep meals, and prepare meals. Supervise food service operations. Have in possession or obtain a Minnesota Safe Serve certification.	Contact Charlene for a job application.
Northern Tier Boy Scout Base	14790 Moose Lake Rd, Ely	218-365-4811	Sean Ferrier	Sean.Ferrier@scouting.org	As a Summer Food Service Staff member, you are a key to the success of Northern Tier. You work in a professional kitchen setting preparing nutritious and delicious food for thousands of campers throughout the summer. Qualifications include; 18 or older, available for the summer from late May – August, Passion for cooking and maintaining a safe work environment.	Online application at https://ntier.workbrightats.com/jobs/
Northern Tier Boy Scout Base	14790 Moose Lake Rd, Ely	218-365-4811	Sean Ferrier	Sean.Ferrier@scouting.org	As a Shuttle Driver , you will be working with Northern Tier's maintenance department to ensure that vehicles and shuttles receive a weekly and daily inspection, ensure that all safety equipment is functional and drive 15 passenger vans with or without trailer. Shuttles range in distance from local entry points to round trip shuttles to MSP airport. Your days working with staff and scouts, aged 14 - 18, are filled with adventure. Qualifications: 21 or older, valid Drivers License, available for the summer from mid May – August, passion for safety culture, clear communication and organization skills, accuracy and thoroughness in work, a good driving record.	Online application at https://ntier.workbrightats.com/jobs/
Northern Tier Boy Scout Base	14790 Moose Lake Rd, Ely	218-365-4811	Sean Ferrier	Sean.Ferrier@scouting.org	As a Summer Maintenance Staff member, you will be integral in keeping our camp working. You work with other staff members to manage projects and carry out a wide variety of facility and vehicle repairs. Qualifications: 18 or older, available for the summer from late May – August, passion for problem solving and an eye for detail, basic mechanical and carpentry skills.	Online application at https://ntier.workbrightats.com/jobs/



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Northern Tier Boy Scout Base	14790 Moose Lake Rd, Ely	218-365-4811	Sean Ferrier	Sean.Ferrier@scouting.org	As a Summer Wilderness Canoe Guide / Camp Counselor , you are the foundation of our program. You work directly with the scouts to ensure that they have the best and safest experience possible. Your days working with scouts, aged 14 - 18, are filled with adventure. You camp, canoe, teach outdoor skills, and act as a role model as you lead 1-2 weeklong wilderness canoe treks. Qualifications: 18 or older, available for the summer from late May – August, passion for outdoor adventure and mentoring youth	Online application at https://ntier.workbrightats.com/jobs/
Silver Rapids Lodge	459 Kawishiwi Trl, Ely	218-365-4877	Suzette Tedrick	silverrapids@frontiernet.net	Front Desk Relations: Be the face of Silver Rapids Lodge. This position allows you to greet guests as they check in, coordinate boat rentals, take reservations, and work with the housekeeping staff to identify cabins and hotels that need cleaning. Strong communication skills, computer skills and friendly personality would be required to enjoy this job. All of this while working in a family fun environment ☺ This job requires working evenings and weekends.	
Silver Rapids Lodge	459 Kawishiwi Trl, Ely	218-365-4877	Suzette Tedrick	silverrapids@frontiernet.net	Bartender/Server: Silver Rapids Lodge has a lounge with a full bar serving homemade pizzas. Service experience preferred, but not required for this position ☺ We can train.	
Silver Rapids Lodge	459 Kawishiwi Trl, Ely	218-365-4877	Suzette Tedrick	silverrapids@frontiernet.net	Housekeeping: Part time housekeeping for our cabins and hotel suites. Must be available weekends.	
Silver Rapids Lodge	459 Kawishiwi Trl, Ely	218-365-4877	Suzette Tedrick	silverrapids@frontiernet.net	Outdoor Staff: Grounds maintenance, trash pick-up, cleaning the fish house, cleaning boats and coordinating boats that are going out for rental, working with the guests to make their stay enjoyable such as cleaning grills, delivering firewood, launching boats. Experience with backing up a trailer, some boat motor operation and maintenance skills would be preferred. You must have a valid driver's license and be available evenings and weekends.	
Northern Grounds/ A Stay Inn Ely	2 W. Sheridan St, Ely	218-365-6162	Joan Kjorsvig-Beans	joan@jaspercompany.com	Housekeeping: Staff needed at both A Stay Inn Ely and Jasper Lake Vacation Rental Homes	Pick-up application at Northern Grounds
Northern Grounds/ A Stay Inn Ely	2 W. Sheridan St, Ely	218-365-6162	Joan Kjorsvig-Beans	joan@jaspercompany.com	Lake Hand: Tow boat driver, canoe shuttle, general building maintenance, groundskeeper at Jasper Lake.	Pick-up application at Northern Grounds



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Northern Grounds/ A Stay Inn Ely	2 W. Sheridan St, Ely	218-365-6162	Joan Kjorsvig-Beans	joan@jaspercompany.com	Baristas & Bartenders: Northern Grounds	Pick-up application at Northern Grounds
Packsack Canoe Trips	129 Winton Point Rd, Winton	218-365-3788	Nick & Danielle Ott	nick-danielle@packsackcanoe.com	House Keeping & Outfitting Assistant Maintaining clean, sanitary and safe standards in lodge/bunkhouse and cabins. Lodge/bunkhouse duties are daily and cabins are usually weekly (or whenever guests check-out). Assistance with preparing and organizing outfitting for groups. Including but not limited to, packing of meals and equipment for groups of campers. Qualifications: driver's license, ability to lift 50 pounds, willing to continually learn, approach & greet public. Hourly wage based on experience. Free and/or discounted rates on equipment and watercrafts for your personal use during employment.	Contact Nick or Danielle to apply
Ely-Bloomenson Community Hospital	328 W. Conan St, Ely	218-365-3271	Jodi Martin	JMartin@ebch.org	Registered Nurse: EBCH is offering an excellent opportunity for professional growth in a unique wilderness community. EBCH is seeking a full-time Registered Nurse to join our team of compassionate caregivers. Our RN's are responsible for providing direct and indirect patient care in the Medical-Surgical and Emergency Department settings. EBCH RN's respond quickly and accurately to changes in the patient's condition or response to treatment. Position requirements include: current licensure as a Registered Nurse in the State of MN, BLS certification and excellent communication and customer service skills. All nurses are required to complete the following upon finishing orientation: ACLS, PALS and TNCC. All charge nurses are required to complete EPNC following orientation. EBCH offers competitive wages with extensive credit given for previous work experience,	Apply online at www.ebch.org .
Ely Flower & Seed	145 W. Camp St, Ely	218-365-6555	Bonnie & Dave Starkman	elyflowerseed@gmail.com	Seeking cashiers 20-30 hours a week (could be more) for a period of 2-3 months. Schedules are flexible to work around other jobs/activities. Responsible for working with the cash register, helping customers with carrying purchases (up to 50 lbs), stocking shelves and misc. other duties as needed.	Apply in person or email Bonnie or Dave
Carefree Living	140 S 2 nd Ave W, Ely	218-831-1249	Alayna Jordan	alaynaj@spectrumhealth.com	Ely and Babbitt Carefree Livings are looking for Resident Assistants to join our growing and established Assisted Living communities in Ely and Babbitt, MN. We offer rewarding employment, resident-centered care, a team environment, and professional development with a dependable health care company. Carefree Living is a division of Spectrum Health Companies - a Minnesota-based, statewide, community health care provider of Assisted Living, Memory Care, Home Care and Independent Living services. Flexible schedules available: Full-time and part-time days, evenings, or nights!	Apply on-line: https://spectrumhealthco.s.applicantpool.com/jobs/ E-mail resumes to alaynaj@spectrumhealth.com



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Carefree Living	140 S 2 nd Ave W, Ely	218-831-1856	Carmen Houle	carmenh@spectrumhealth.com	Full-time RN Case Manager to join our team and oversee the delivery of quality health care and related services within the Ely-area and surrounding communities. Hours are primarily Monday-Friday, day shift schedule but may require additional hours based on client needs. This position requires an on-call rotation. The Case Manager is responsible for ensuring that the health and safety of all clients are met through assessments and reassessments of the clients, development and implementation of appropriate service plans, monitoring of clients' services, and the supervision of home care staff. This will assist each client to reach and maintain his or her highest level of performance and independence.	Apply on-line: https://spectrumhealthco.s.applicantpool.com/jobs/ E-mail resumes to carmenh@spectrumhealth.com
Ely Subway	1520 E. Sheridan St, Ely	218-365-2699	Victoria Hill	elysubway2006@gmail.com	Sandwich Artists - Customer service making sandwiches and salads. Prep food, stocking, cleaning. Part time, full time over summer if desired. Mornings, lunch shift, afternoons, supper and closing shifts. Flexible hours. \$10.50 an hour plus tips and a free sandwich. Year round employment or summer seasonal.	Apply in store or at Subway.com.
Camp Voyageur	709 Voyageur Rd, Ely	218-365-6042	Deb Erdman	cvspirit@campvoyageur.com	See enclosed materials.	
Custom Cabin Rentals	14663 Vosburgh Rd, Ely	218-290-7228	Willy Vosburgh	wmvosburgh@gmail.com	Seeking Resort Professional . Duties may include but are not limited to tasks such as yard work, cleaning preparing boats, customer relations, light maintenance, etc.	Contact Willy for application.
Paddle Inn	1314 E. Sheridan St, Ely	218-365-6036	Rose Johnson	info@paddleinney.com	Housekeeper needed. Hours in a..m. Weekends a must.	Apply in person.
Camp Van Vac	2714 Camp Van Vac Ln, Ely	218-365-3782	Nancy Tubbs	info@campvanvac.com	Saturday Cabin Cleaners - Join a friendly crew at Camp Van Vac on Burntside, 10 minutes from Ely. Hours are 8 am to 2-4 pm on Saturdays from mid-June to mid-August. \$20 per hour pay. Bonus at end of season.	Contact Nancy to apply.
Espland's Resort	1540 Grant McMahon Blvd, Ely	218-365-5282	Betty Miller	esplands@frontier.com	Esplands is looking for cleaning help. Mostly Saturday morning. Starting time will be 9:30. The number of cabins to clean will be 2 to 4.	Contact Betty for application details.



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Cliff Wold's Outfitting Co	1731 E. Sheridan St, Ely	218-365-3267	Ryan Olson	ryan@cliffwolds.com	Cliff Wold's is seeking motivated and enthusiastic individuals to join our outfitting staff . Experience in the Boundary Waters is desirable, but not a requirement. The ideal candidate is eager to share their passion for the outdoors and help provide our campers with the best wilderness experience possible. If you are interested in spending a summer in Ely, working in a fun and rewarding environment, please call or email for more information.	Contact Ryan for details.
International Wolf Center	1396 Highway 169, Ely	218-365-4695 x 1230	Krista Harrington	krista@wolf.org	Retail Associate: The Wolf Den Store at the International Wolf Center is looking for friendly and energetic team members to join our retail staff. Responsibilities will include greeting visitors, processing sales, keeping the store stocked and tidy. Summer is very busy here, so the ability to work in a fast-paced environment is a must. Customer service experience is a plus, but not required. Multiple openings available, up to 36 hours per week. \$10.08/hour. Weekends are required.	Contact Krista for application and questions.
Sundell Eye Associates	602 N. 6 th Avenue, Virginia	218-741-8966	Stacey Burton	sburton@sundell.com	Front Office Coordinator: Previous experience in a medical office is preferred, or experience in a fast-paced professional setting. Advanced English usage, spelling, punctuation, and medical terminology. Decision making skills; able to remain calm and prioritize under stress. Operational skills on basic office equipment. Customer service experience. Ability to organize, schedule, and follow instructions. Work Days: Weekdays, Saturday Work Vary: Yes, Shift: First (Day), Hours Per Week: 40, Work Type: Regular	For more information on the position or to apply, contact Stacey
Timber Bay Lodge & Houseboats	8347 Timber Bay Road, Babbitt	218-929-0940	Beth Rykken	timberbaylodge@gmail.com	Activities Director Responsibilities: Plan and lead our kids programs. This would include arts & crafts, hikes, boat rides and other outdoor activities. The kids are typically between 5 and 11 years old. Some weeks you have only a few kids and other weeks you will have a dozen - all depends on the resort capacity. Other Responsibilities: Partake in and sometimes lead additional resort This position could be full time. Requirements: Sociable. Enjoy meeting people. Flexible. Self Starting. Enjoy the Outdoors	Contact Beth for additional details or to apply.
Timber Bay Lodge & Houseboats	8347 Timber Bay Road, Babbitt	218-929-0940	Beth Rykken	timberbaylodge@gmail.com	Resort Generalist Have you ever been on a vacation and see the same folks doing a plethora of jobs? That is what we are looking for with this position. Responsibilities include but are not limited to: front desk (training provided), resort activities (lead, partake in, help organize) and sporadic housekeeping. Odd jobs around the grounds. This role's responsibilities will be fluid based upon the weather, number of guests etc. Requirements: Timely.Flexible. Friendly. Enjoy the Outdoors	Contact Beth for additional details or to apply.



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Dorothy Molter Museum	2002 E. Sheridan Street, Ely	218-365-4451	Jess Edburg	jess@rootbeerlady.com	Visitor Services Representative: Communicates the museum’s mission, vision, and interpretive message to the public by greeting visitors in person and over the phone; informs visitors of museum programs, exhibits, and resources; provides information to the public about Dorothy Molter via in-person contact including guided tours, and online social media (i.e.: Facebook) Carries out daily operations of the museum’s gift shop, including: sales, stocking and straightening merchandise, merchandise inventories, and performing end of day procedures. Communicate the museum’s mission, vision and interpretive message to the public. Provides support services for museum staff, members, patrons, group tours, and school tours.	Contact Jess for additional details or to apply.
River Point Resort & Outfitting Co.	12007 River Point Road, Ely	218-365-6604	Jane Koschak	info@riverpointresort.com	Housekeeping & Lodge Retail Sales Full and Part time positions available. https://riverpointresort.com/employment-application/	Applicants may complete an Employment Application in two ways: In Person at 12007 River Point Road, Ely MN 55731 or on the Website Employment Application Links
River Point Resort & Outfitting Co.	12007 River Point Road, Ely	218-365-6604	Jane Koschak	info@riverpointresort.com	Groundskeeping and Canoe Outfitting Full and Part time positions available. https://elyoutfitters.com/employment-application/	
Razor Edge Systems	303 N. 17 th Ave E., Ely	218-365-6419 X.110	Carol Kelley	carolK@razoredgesystems.com	CNC Machinist Full-time position with holidays, PTO and benefits for a Machinist to operate computer numerical control machines to fabricate parts. Will load parts in machine, cycle machine, detect malfunctions in machine operations such as worn or damaged cutting tools. Will run production lots, communicate with co-workers regarding productions runs, and maintain a safe, organized and clean work environment. Required: High school diploma and graduation from a certified technical school. Ability to lift 85 pounds	Contact Carol for a job application.
YMCA Camp Northern Lights	9089 Hwy 21 N, Babbitt	763-230-6527	Dan O’Brien	Daniel.obrien@ymcamn.org	Camp Program Staff Being part of Northern Lights community is an amazing opportunity for any young adult who has completed high school. The summer begins with a two week staff training that focuses on working with children and families, learning outdoor skills and understanding the camp routine. Throughout the summer, staff are responsible for creating and facilitating engaging camp programs for youth and adults. Compensation includes, room & board, daily pay and meals. Staff lead children in arts & crafts activities, environmental education, small group games, hikes, water sports, campfires, and more.	To apply visit campnorthernlights.org , select the “About” tab, select the “Jobs” tab and search for the “Camp Program Staff” position.



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YMCA Camp Northern Lights	9089 Hwy 21 N, Babbitt	763-230-6527	Dan O'Brien	Daniel.obrien@ymcamn.org	Camp Cook - Work along side the kitchen manager to cook meals for staff and to go meals for campers. You will also be giving the kitchen staff direction for food prep and daily tasks to provide meals promptly at scheduled times. Minimum age to apply is 18.	To apply visit campnorthernlights.org, select the "About" tab, select the "Jobs" tab
YMCA Camp Northern Lights	9089 Hwy 21 N, Babbitt	763-230-6527	Dan O'Brien	Daniel.obrien@ymcamn.org	Camp Kitchen Staff Assist the cooks with food prep and cooking. Help maintain kitchen cleanliness by cleaning surfaces and assisting program staff with dishes. Minimum age to apply is 18.	To apply visit campnorthernlights.org, select the "About" tab, select the "Jobs" tab
YMCA Camp Northern Lights	9089 Hwy 21 N, Babbitt	763-230-6527	Dan O'Brien	Daniel.obrien@ymcamn.org	Maintenance Staff Support the custodians with cleaning along with trail work, day to day small maintenance fixes, construction projects and bettering camp infrastructure. Minimum age to apply is 18.	To apply visit campnorthernlights.org, select the "About" tab, select the "Jobs" tab
YMCA Camp Northern Lights	9089 Hwy 21 N, Babbitt	763-230-6527	Dan O'Brien	Daniel.obrien@ymcamn.org	Custodian General cleaning/ disinfecting of facilities and equipment around camp and making sure hand washing stations and sanitizer stations are fully stocked. Work on our turnover days helping to make beds, remove old linens, and clean cabins. Minimum age to apply is 16.	To apply visit campnorthernlights.org, select the "About" tab, select the "Jobs" tab
Adventure Inn	1145 E. Sheridan St, Ely	218-365-3140	Robert Carlson	Adventureinne.lymn@gmail.com	Housekeepers Experience preferred but not required. Two part time positions available.	Contact Robert for application and additional details.
Adventure Inn	1145 E. Sheridan St, Ely	218-365-3140	Robert Carlson	Adventureinne.lymn@gmail.com	Maintenance Experience required. Part time position.	Contact Robert for application and additional details.
Canoe Country	629 E. Sheridan Street, Ely	218-365-4046	Marc Olson	cco@frontiernet.net	See enclosed envelop for job opportunities	