



Wakpá Wašté Tǎ́čǎ Okǎ́ólakičhiye
Cheyenne River Youth Project®

lakotayouth.org

Facilities & Properties Manager

Position Title: Facilities Manager
Department: Administration
Terms of Employment: Full-time / Permanent / Salaried with Benefits
Supervisor: Deputy Director (CEO if vacant)
Compensation: Compensation for this position is competitive and commensurate with the candidate's professional experience and qualifications.
Comprehensive Benefits Package: CRYP is committed to the health and well-being of our team and provides a robust benefits package, which includes:

- **Health Insurance:** CRYP supports your health by covering **75% of the premium** for single-coverage health insurance.
- **Retirement Savings:** We help you plan for the future with a **401(k) plan featuring a 3% employer match.**
- **Dental Insurance:** Optional dental coverage is available, with premiums paid by the employee through convenient payroll deduction.
- **Supplemental Insurance:** Access to additional voluntary benefits, including AFLAC and Colonial Life, is available and fully funded by the employee.

ABOUT CHEYENNE RIVER YOUTH PROJECT

The Cheyenne River Youth Project has been dedicated to serving the youth of our community since 1988. We are looking for passionate individuals with a variety of experiences and skill sets to join our team. Whether you come from a background in youth development, social services, agriculture, the arts, or another field entirely, what matters most is your commitment to making a difference in the lives of young people.

All candidates must be substance-use free. We are committed to investing in our staff—if you are willing to learn, we are willing to teach the skills you need to succeed.

Our Mission

The Cheyenne River Youth Project is dedicated to giving our Lakota youth and families access to the culturally relevant, enriching, and enduring opportunities we need to build stronger, healthier communities and a more vibrant future together.

Our History

The Cheyenne River Youth Project was founded in January 1988 to address the community's need for more services that support struggling children and their families. Originally housed in a defunct bar on Eagle Butte's Main Street, the organization created a safe place for children to come after school—offering activities such as arts and crafts, intramural sports and volunteer mentorship, and

Living Wólakǎ́hota, our relatives thrive.

providing a healthy meal and snack each day. The volunteer-run youth center, known affectionately as "The Main," quickly became a vital part of the Cheyenne River community. Despite its small size and few resources for programming, the center was filled to capacity each day.

The grassroots, nonprofit youth project has come a long way since that modest beginning. In 1997, CRYP built a new youth center to support continued growth. The new Main opened its doors in May 1999, featuring a recreation room, library, family room, commercial-grade kitchen, office space, and residential quarters for long-term volunteers.

CRYP continued to expand. In 2004, with input from Cheyenne River's young people, it began work on a dedicated facility for ages 13–18. Cokata Wiconi (Center of Life) opened in 2006 and represents a tremendous achievement for CRYP, with more than 25,000 square feet of space and many exciting new opportunities. The teen center has a full-size gymnasium, computer lab, dance and art studios, library, and private apartment for long-term volunteers. It is also home to the Keya (Turtle) Café and Keya Gift Shop, as well as the Family Services program, the innovative Teen Internship program, and the Waniyetu Wowapi (Winter Count) Lakota Arts Institute.

We invite you to become part of our story.

JOB SUMMARY

The Cheyenne River Youth Project's 5.5-acre campus and employee housing are facilities that must be maintained for the safety of our youth participants, volunteers, staff, and guests. The Facilities Manager oversees building and grounds maintenance, custodial functions, security, and emergency preparedness for all CRYP properties. This position ensures that facilities are clean, safe, and operational to support the organization's programming and mission.

RESPONSIBILITIES AND DUTIES

Building and Grounds Maintenance

- Oversee building and grounds maintenance for all CRYP facilities and properties and equipment.
- Ensure that facilities are clean and maintained according to organizational policy and procedures.
- Engage staff, volunteers, YEI or janitorial staff to support the maintenance of facilities.
- Conduct and document regular facilities inspections
- Recommend maintenance, mechanical, electrical, and facility design modifications
- Manage and review service contracts
- Check completed work by vendors and contractors

Custodial and Safety

- Operate and maintain custodial functions
- Ensure security and emergency preparedness procedures are implemented properly
- Communicate workplace safety precautions to employees

Supervision and Administration

- Oversee and supervise the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively
- Forecast, allocate, and supervise the financial and physical resources of facility management
- Other duties as assigned

SPECIFIC QUALIFICATIONS

- High school diploma or equivalent
- Experience in facilities management, maintenance, or related field
- Strong project management skills
- Knowledge of building systems including mechanical, electrical, and plumbing
- Ability to manage vendors and contractors
- Valid South Dakota driver's license

GENERAL QUALIFICATIONS

- Strong critical thinking, verbal, written, and organizational skills
- Familiarity with computers, typing, and other basic office skills
- Able and willing to serve as a positive role model to area youth and community
- Willingness to learn and receive training, which sometimes involves travel
- Prior experience serving in a youth organization preferred
- Knowledge of and experience with American Indian communities preferred
- First Aid and Safety Training preferred, or willingness to be trained
- Must have home or mobile phone
- Must pass criminal history background check and drug test

STANDARD CRYP EXPECTATIONS

- Collaborate and build healthy working relationships with coworkers
- Participate in meetings and help organize community events such as job fairs, panels, conferences, and public events
- Demonstrate energy, commitment, and flexibility
- Interest in and appreciation of Lakota culture
- Support organizational fundraising activities
- Operate with excellence in mind and value problem-solving
- Exercise tact, diplomacy, and good humor
- Bring spark, imagination, and creativity to the work

WORKING CONDITIONS

- This is a full-time position based at CRYP's campus in Eagle Butte, South Dakota
- Work is performed both indoors and outdoors in various weather conditions
- Physical requirements include ability to lift, climb, and perform manual labor as needed
- Evening or weekend work may be required for emergencies or events

COMPENSATION AND BENEFITS

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- Paid time off that increases with longevity, including personal time off and sick leave
- Indigenous paid holiday schedule including floating days
- Professional development assistance
- Potential for relocation and housing assistance depending on individual situation

THIS JOB IS

- A job for which military experienced candidates are encouraged to apply
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- Open to applicants who do not have a college diploma

TO APPLY

Please send your resume and cover letter to julie.cryp@gmail.com

Please indicate Facilities Manager in the subject line of the email.

Cheyenne River Youth Project
P.O. Box 410
702 4th Street
Eagle Butte, SD 57625

Deadline: Open Until Filled

3.26.2026