



OVERLAKE GOLF & COUNTRY CLUB
HUMAN RESOURCE DIRECTOR POSITION PROFILE

Overlake Golf & Country Club was originally established in 1927 on this beautiful site in the hidden neighborhood of Medina, Washington. It has evolved over the years into a family country club with modern values and has become a place where the members gather to enjoy dining, social activities, golf, tennis and aquatics with family, friends and business associates. We are known as the premier family club in the Pacific Northwest and we take great pride in our unrivaled hospitality, our commitment to environmental stewardship, and in developing our staff.

Success in this role starts with an outgoing personality and warm sense of humor, flexibility, excellent written and verbal communications skills, a commitment to continuous improvement, an attitude of “it’s all about the team,” and well-developed senses of anticipating needs and fanatical attention to detail.

Pay Structure and Benefits

The pay range for this position is currently \$80,000 to \$90,000 per year and is evaluated periodically to be commensurate with market conditions. The benefits for this position include:

- Performance bonus of up to 5% of salary based upon mutually agreed upon standards
- Health insurance premium paid (medical, dental, vision) minus the existing employee contribution (currently \$110.00/month) per Club policy. Should the Club change its insurance plan, you will enjoy the same benefits and program as all full-time regular employees.
- Offer of participation in the Club’s matching 401(k) plan when you become eligible
- Meals 50% off menu price
- \$100/month cell phone allowance
- \$1,000/year education allowance toward continuing education pertinent to human resource related topics
- Vacation, holidays and other paid time off per the Employee Handbook
- Personal and family use of the Club as appropriate

Job Summary:

The Director of Human Resources assists the Club Leadership Team with recruitment, on-boarding, maintaining the database of records, labor analysis, team planning, and other projects pertaining to the Overlake Golf & Country Club Team. They administer payroll records and assure that all applicable federal, state, and local wage and hour, Worker’s Compensation, and related laws are consistently in compliance as well as coordinate risk management and safety programs. The person in this position plays a key role in implementing data collection systems and processes, and records wage and salary payments. They manage the Club’s health, retirement, and other benefits programs. This position ensures that team morale is at its highest and is tasked with elevating retention in addition to recruiting the best candidates for all Club positions.

Directly Reports To:

- General Manager/Chief Operating Officer (GM/COO)

Education, Experience, and Requirements:

- Bachelor's degree from four-year college or university; preferred with concentration human resources or business administration.
Three to five years of professional human resources experience.
- Private Club Management experience desired.
- Current membership with Club Managers Association of America (CMAA) and any other professional associations with a goal to improve and add value to club knowledge and network within the industry.

Job Knowledge, Core Competencies, and Expectations:

- Assist with the communication of the Club's Mission, Vision, and Values while upholding a laudable status of them.
- Exemplary deliverer of motivation, diplomacy, balance, and tact while earning the respect of the team members as well as the Overlake Community at large.
- Conducts themselves in a commendable, responsible, and professional manner at all times and encourages other team members to do the same to reflect the intended image of the Club throughout the Community.
- Demonstrate effective interpersonal relations skills, strong and proactive communications, and efficient delivery and gathering of information and logical delegation through numerous mediums such as orally, in writing, and electronically to the entire Club Team.
- Assist the GM/COO with setting realistic yet elevating goals and objectives for the Leadership Team, their departments, and the Club overall to deliver the Club's Mission, Vision, and Values.
- Display careful judgement and be comfortable managing cross-functioning teams and multi-disciplinary projects with the ability to make complex decisions in a dynamic environment in support of the Club's Mission, Vision, and Values.
- Think, operate, exemplify, and deliver logically, creatively, strategically, and innovatively while meeting objectives and goals both near-term and long-term while displaying executive aptitude in fiduciary, fiscal, administrative, and operational matters and problem solving.
- Encourage elevated standards for all facilities, services, and communications while assessing and evaluating the needs of the entire Club Team to meet expectations or satisfaction and exceedingly where possible.
- Assure that federal, state, and local laws in addition to Club policies and procedures are up to date and in compliance with the necessary and respective agencies.

Job Duties include, but are not limited to:

- Assist with the oversight and development of risk management programs to ensure adequate safety measures are in place to protect members, team members, guests, the Club, and its assets.
- Help establish and advise the GM/COO on workloads, work methods, and performance standards for the entire Club Team.
- Advise the GM/COO on matters involving personnel and implement policies concerning employer-team member relations. .

- Assist with the drafting and maintenance of Club policies, manuals, Team Member Handbook, job descriptions, the internal organizational structure, and incentive programs or help to develop and approve those written or published within the Club.
- Work with the Club Leadership Team to schedule, motivate, discipline, supervise, and direct the work of all Club team members.
- Assist to organize, convene, and will sometimes preside over meetings with department leaders or any necessary group of Club Team Members and conducts all-team meetings, retreats, and any other required gatherings and team building events. Attend safety meetings as necessary.
- Assist department leaders in personnel-related matters including but not limited to compensation, job changes, and performance evaluations.
- Assist with recruitment, hiring, discipline, discharge, termination, and general supervision of the Club Leadership Team and the entire Club Team in addition to any other Human Relations matters that arise from an individual's employment with the Club such as but not limited to, applicable personnel policies, actions, training, performance standards and evaluations, job descriptions, compensation, benefits, and professional development.
- Alongside the GM/COO, establish, record, maintain, and report all safety and legal related matters such as but not limited to OSHA, Labor and Industries, federal, state, and local ordinances, and regulations.
- With the GM/COO and Controller, source, initiate, maintain, and report regarding the necessary entities who provide the Team Member benefits and policies included but not limited to Insurance, 401k, subscriptions, bonuses, and stipends.
- Performs other duties and projects as required by the GM/COO or Controller.

Physical Demands and Work Environment

- Must be able to sit and stand for extended periods of time.
- Must be able to stoop, kneel and crouch.
- Push, pull, or lift a minimum of 50 pounds.
- Continuous repetitive motions and physical actions.
- This position requires use of close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to communicate verbally, orally, and electronically.
- Able to work in a moderate noise level work environment.

To apply for the position of our club's Human Resource Director, please submit your resume and cover letter to shelly@overlakegcc.com.