



Director of Human Resources

Reports to: General Manager / C.O.O.

Supervises: Payroll and Benefits Manager

Classification: Salaried Exempt

Brief Job Summary & Essential Functions:

The Director of Human Resources has a pivotal role in screening, acquiring, onboarding, and training new team members. They lead staff development with orienting, motivating, and providing a bridge of communication between staff and management while continually improving the club environment. Other competencies and skills include:

- Coordinate risk management and safety programs.
- Conduct labor analyses, staff planning and other studies as requested.
- Broad knowledge and experience in employment law, compensation, organizational planning and development, employee relations, safety and training.
- Working knowledge of club policies and guidelines as outlined in the club's Employee Handbook and club by-laws and rules.
- Excellent written and oral communications skills.
- Demonstrated ability to interact effectively with the club's staff, as well as serve successfully as a key participant on the Senior Leadership Team.
- Serve as an Equal Employment Opportunity (EEO) specialist.
- Ability to work with a high level of confidentiality.
- Knowledge of and ability to perform required role during emergency situations.

Education and/or Experience

- Minimum of bachelor's degree or equivalent in Human Resources, Personnel Management, Psychology, Education, Public Administration or Organizational Development.
- Specialized training in employment law, compensation, organizational planning and development, employee relations, training or labor relations preferred.
- Five to eight years of diversified experience in management and personnel relations, some of which should be in the hospitality industry.

Key Job Tasks/Duties Include:

- Develops and places recruitment ads and social media messages; plans recruitment strategies; screens applicants; processes all employment applications; checks applicant's references; makes hiring recommendations and coordinates necessary correspondence and forms.
- Conducts preliminary employment interview with applicants.
- Provides general property orientation for new employees.
- Conducts ongoing training session covering a wide range of topics, such as Belle Haven service culture, compliance issues, employee relations, conflict resolutions.
- Coordinates, monitors and suggests improvements for the club's employee performance appraisal system.
- Establishes employee motivation and retention programs.
- Organizes employee activities such as quarterly all-staff meetings, staff events, and other outings as appropriate.
- Organizes employee recognition functions.

Licenses and Special Requirements:

- PHR (Professional in Human Resources) or SHRM-SCP certification preferred or certificate from an HR Generalist Program.
- Bilingual—Communication in English and Spanish preferred.



BELLE HAVEN COUNTRY CLUB

Compensation and Benefits

The club will provide a compensation and benefits package commensurate with experience and qualifications. This includes but not limited to:

- Health, Dental & Vision Insurance
- 401K with match
- Continuing Education
- Long Term Disability
- Complimentary meals
- Complimentary parking
- Employee Discounts Golf, Tennis, Fitness Apparel/Items

Applicant Instructions:

Please send resumes and cover letters to the General Manager at cpotthoff@bellehavenc.com.

Christian Potthoff

General Manager/COO

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