

**Position Title: Director of People Strategy**

**Department: Human Resources**

**Reports To: CEO**

**Kenwood Country Club**

**Cincinnati, Ohio**

**[WWW.KENWOODCC.COM](http://WWW.KENWOODCC.COM)**

### **CLUB AND POSITION OVERVIEW**

Established in 1930, Kenwood CC is the premier family club in the Cincinnati area and one of the top clubs in the Midwest. The Club offers tremendous facilities including two championship, 18-hole golf courses, tennis, paddle tennis, state-of-the-art fitness center, an expansive pool and pavilion area, and a sophisticated, renovated clubhouse. The Club has a total of 925 memberships and remains on a waitlist of approximately two years for social membership and five years for golf membership. The Club is in strong financial position with annual revenues of over \$18 M, with approximately \$6 M in food and beverage. With a strong balance sheet, the Club continues to reinvest in its operations and facilities, most recently with a \$5 M renovation of the Kendale golf course in 2020. Kenwood's Kendale course is the home of the LPGA's Kroger Queen City Championship Presented by P&G, an LPGA golf tournament featuring the top 144 players in the world.

The Club seeks to hire a Director of People Strategy to lead our human resources department. Our celebrated Director of Human Resources is moving to a part time position after 30+ years of successful service to the Club; she will be available to help with the transition. The Director of People Strategy is an executive level position and reports directly to the CEO. The Director of People Strategy is responsible for the development and implementation of systems and standards under Human Capital Management; selection, onboarding, learning & development, team member relations, benefits, and compensation. The technical skills and practical knowledge of all human resource functions are required.

Kenwood Country Club is a large hospitality operation, and the member and guest experience are paramount. As an executive, the understanding of the hospitality industry is important and experience in the industry, while not required, is preferred.

At Kenwood CC, our employees are called employee partners because we truly believe it takes a partnership between our employees, our Members and our community to create an excellent club and culture.

## **KENWOOD COUNTRY CLUB**

- Gross revenue is \$18 MM.
- Food & Beverage revenue is just under \$6M
- 93,000 Square Foot Clubhouse
- Total membership is 925+ families with a 2-year waitlist for social and 5 years for full golf membership
- The initiation fee is \$70K.
- Full Member dues are \$13k+ annually.
- Two 18-hole championship golf courses (Kenview and Kendale). Kendale, renovated in 2019-2020, is the homesite for the inaugural LPGA Kroger Queen City Championship Presented by P&G, a three-year LPGA tournament commitment.
- Top-of-the-line clubhouse amenities: resort style pool, tennis courts (hard and clay), paddle courts, driving range and short game area, indoor golf practice facility, ladies' and men's locker-rooms, 5 dining venues; fitness center with group classes.
- 300 + Employees Partners Peak Season – 180 Full-Time Year-Round

## **POSITION SUMMARY**

- The Director of People Strategy is responsible for the overall administration, coordination, and evaluation of the human resource function. The position reports directly to the CEO. Tasks listed below are expected of the Director, but not limited to the following:
- Overall control of all HR functions.
- Management of Human Resources Assistant
- Formulating personnel systems and strategies appropriate to the Club's mission and goals.
- Talent acquisition and retention
- A cultural leader developing programs to promote a positive culture and recognition of top performers
- Keeping the CEO informed on personnel and employee-relations policies, as needed, to preserve and facilitate Club strategy.
- Planning and directing employee training and professional development programs and assisting Department Leaders with implementation.
- Improving management/employee communications
- Ensuring compliance with employment law.
- Ensuring that health and safety procedures are adequate.

## **ESSENTIAL RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)**

- Administers and maintains handbook, policies, and procedures for Club employee partners in accordance with business protocols and operations. Evaluates human resources processes and strategies to determine improvements, ensuring processes are fair, respectful and help make the Club a great place to work for all Club employee partners.
- Maintains knowledge of industry trends and employment legislation to ensure the Club's compliance.
- Assists managers in developing their departmental and individual performance goals for employee partner development initiatives.
- Assists executive management in the annual review, preparation, and administration of the Club

compensation programs

- Develops and administers effective training programs and re-develops existing and new staff seasonal orientation.
- Supports Club employee partners by providing human resource advice, counsel, and decisions by analyzing information and applications.
- Assists managers in employee partner engagement, staff issues resolution, and performance improvement planning.
- Serves as a member of the Employee Partner Event Committee and conducts different employee events throughout the season.
- Performs monthly payroll audits and regulatory compliance for payroll, workers' compensation, and benefits administration.
- Acts as a benefits administrator for health and life insurance and 401(k) retirement account; coordinates benefits education meetings and open enrollments; assists employee partners in claims issues; and ensures compliance reporting.
- Composes and revises job descriptions to remain current with industry and competitive trends and compliance with FLSA and DOL requirements.
- Remains current in compliance, trends, and improvements through seminars, webinars, and professional associations.
- Manages the employee partner life cycle.
- Leads our H2B program and potentially J-1 Visa program. Responsible for the necessary paperwork, obtaining housing and creating transportation plan to and from club property.
- Acts as Health and Safety Administrator in coordination with the Club's Safety Coordinator. Maintains the Club's Health and Safety Plan and plans/leads educational meetings, training employees on various safety procedures and investigations for workers' compensation and club risk management.
- Ensures state and federal compliance with OSHA, ACA, unemployment, and workers' compensation.
- Participates in management and staff meetings as required.

### **EDUCATION, EXPERIENCE, AND ADDITIONAL QUALIFICATIONS**

- A four-year bachelor's degree in a related field is a requirement for this position.
- Membership participation in human resource professional associations is a plus.
- Must possess a valid driver's license.
- The final candidate must pass all background and pre-employment testing and verification. The position does require a full background report (criminal, general background, driving, work history, employment verification, reference checks, sexual registry, and credit history), all cleared and approved before employment award.
- Bilingual is beneficial skill

### **SALARY AND BENEFITS**

- This is a full-time salaried position with a complete benefits package. Health, dental, and vision insurance per the Kenwood Country Club employee benefit package. Family insurance coverage

is available with employee contributions.

- 401(k) plan with 4% Employer Match upon completion of eligibility requirements.
- Competitive salary with annual performance bonus commensurate with qualifications and experience.
- Company IPHONE
- Employee partner perks including: annual member-holiday bonus, complimentary employee partner shift meals, limited opportunities to play golf; etc.
- Professional association dues.

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send a resume to:

Dylan Petrick  
Chief Operating Officer  
Kenwood Country Club  
[dpetrick@kenwoodcc.com](mailto:dpetrick@kenwoodcc.com)