



## Director of Human Resources (DHR)

Tucked amongst romantic live oak trees, beautiful marshes, and pristine beaches, DeBordieu Club is the social hub for members, their guests, and the team that cares for them. This special country club offers its staff a fun, upbeat, and professional work environment in charming coastal South Carolina. We are searching for individuals who want to have a meaningful experience by joining other caring professionals and a generous membership.

As our HR Director, you will lead with empathy and service, ensuring that our team is empowered, supported, and aligned with DeBordieu Club's goals. Your leadership will create a culture where employees feel valued and inspired to contribute, fostering a workplace that thrives on trust, collaboration, and mutual respect. By aligning HR strategies with the club's vision, you will play a pivotal role in building a positive, high-performing environment where every individual can grow and succeed.

If your aspiration is to lead in hospitality, this is an opportunity that you cannot resist nor should not miss! The Country Club industry is the epitome of hospitable and stellar service that is both genuine and meaningful. Working at DeBordieu Club is a unique work environment where one can gain valuable experience and skills from one of the most reputable employers in Georgetown, South Carolina. It is the place to build meaningful and lasting connections with our members alongside networking with our work community filled with newfound and potential friendships, colleagues, leaders, and mentors in the industry.

If this opportunity resonates with you, we invite you to explore the full job description and discover how you can make a significant impact as our next HR Director. Join a dynamic team and help shape the future of our organization!

## Comprehensive Benefits and Perks:

- **Salary:** Starting range \$85-95k; negotiable based on experience.
- **Performance Bonus:** Up to 10% of your annual salary, awarded in January following the completion of each year.
- **Health Insurance:** Comprehensive medical/ancillary coverage starting after 60 days, with the employer covering 95% of single health insurance premiums and 50% of dependent or family coverage (excludes ancillary benefits).
- **401(k) Plan:** Eligibility to join after 90 days, with the company matching 40% of your contributions on the first 6% of your compensation, up to IRS annual limits.
- **Paid Time Off:** Two weeks (80 hours) of PTO after 60 days of employment.
- **Education Budget:** Funds available for conferences and ongoing learning opportunities.
- **Holiday Pay** (as per policy for salaried employees)

- DeBordieu Loan and Grocery Programs
- Complimentary employee meals

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

*This job description is not intended to be all-inclusive. This role may perform other related duties and tasks necessary to meet the standards and quality of service at DeBordieu Club, Inc.*

**Director of Human Resources (DHR)****Related Titles:** Director of People + Culture, VP of HR, Chief People Officer**Reports to:** General Manager, Chief Operations Officer (COO)**Supervises:** HR Department**Classification:** Exempt, Salaried**JOB SUMMARY**

The Director of Human Resources (DHR) oversees all HR functions, including recruitment, selection, and orientation of new staff. The DHR acts as the Payroll Manager and Benefits Administrator, ensuring compliance with federal, state, and local employment laws, including wage and hour regulations and Worker's Compensation. They manage the club's health, retirement, and benefits programs, and implement systems for data collection and salary payments.

Additionally, the Director develops and executes HR strategies aligned with club goals, handles talent acquisition, employee relations, conflict resolution, and performance management. They support training and development, manage compensation and benefits for competitive and fair pay, and ensure adherence to employment laws. The Director also maintains HR metrics, participates in strategic planning, manages HRIS and data systems, and handles employee offboarding. They lead HR projects, communicate policies, manage the HR budget, and ensure workplace safety, fostering a positive and productive environment.

**CORE CULTURE EXPECTATIONS**

- Promotes DeBordieu Club's legacy of warm genuine hospitality while upholding and ensuring compliance with all company and departmental policies and procedures.
- Consistently aspires to fulfill our core Company values (Communication, Community, Trust, Teamwork, Passion).
- Delivers hospitable and stellar customer service.
- Works well with others and is capable of being a team player.
- Positive attitude that is accompanied with polite and respectful demeanor.

**JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS**

- Speaks to colleagues and management using clear, appropriate, and respectful language.
- Demonstrates exceptional interpersonal and written/verbal communication skills.
- Handles sensitive employee information with the highest level of confidentiality and integrity. Demonstrates a high level of confidentiality in all HR-related activities and interactions.
- Manages employee files with meticulous attention to detail and accuracy. Proficient in database management, record keeping, and filing to ensure accurate and organized HR documentation.
- Utilizes computer operating systems, office suites (including Microsoft), and HR-related databases/software effectively.
- Possesses general knowledge of applicable employment laws and best practices to ensure compliance and effective HR management.
- Develops and implements HR strategies and initiatives aligned with the club's overall goals. Manages the entire employee lifecycle, including recruitment, onboarding, performance management, offboarding, and exit procedures.

- Oversees and manages the performance appraisal process to drive high performance and employee development.
- Experienced in managing and administering health plans, 401(k) plans, pensions, and other employee benefits.
- Conducts market compensation analysis to ensure competitive and equitable pay practices.
- Assesses training needs, applies effective training programs, and monitors their impact and success.
- Fosters a positive and productive working environment that supports employee engagement and satisfaction.
- Proven ability to manage time effectively, meet deadlines, and handle changing business needs with agility. Ability to prioritize tasks effectively and adapt to evolving priorities.
- Knowledgeable about and capable of performing required roles during emergency situations.
- Provides a high level of personal access to staff, maintaining regular, onsite office hours, including evenings and weekends as needed.
- Strong analytical and problem-solving capabilities to address HR challenges and make informed decisions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The DHR is pivotal in shaping and managing the club's human resources functions. This role involves overseeing the development and implementation of HR policies and procedures, ensuring compliance with regulations, and leading the HR team to support the club's strategic objectives. This role is essential for fostering a positive work environment, ensuring legal compliance, and achieving the club's strategic goals through effective leadership and human resource management.

- **Personnel Program Management:** Directs the club's personnel program, including the creation and enforcement of HR policies and procedures. Processes labor staffing reports and coordinates HR software applications to ensure accurate data management.
- **Recruitment and Hiring:** Develops and executes recruitment strategies, creates and places recruitment ads, and manages the entire hiring process. This includes processing employment applications, checking references, interviewing, making hiring recommendations, and coordinating necessary correspondence and forms.
- **Employee Orientation and Training:** Provides general and departmental orientation for new employees. Assists in designing and implementing training programs to facilitate smooth integration and development within the club.
- **Compensation and Benefits:** Administers and manages compensation and benefits programs, ensuring competitive and fair pay practices.
- **Compliance and Record-Keeping:** Ensures compliance with federal, state, and local employment laws and regulations. Manages employee records, handles work-related injury claims, and ensures adherence to safety regulations. Stays updated on changes in employment laws and provides guidance to club management.
- **Performance Management:** Develops and oversees the employee performance appraisal system. Conducts performance evaluations, provides feedback, and implements improvements to support employee development and align with organizational goals.

- **Employee Relations and Engagement:** Addresses employee relations issues, including disciplinary actions, conflict resolution, and coaching. Develops and supports employee motivation and retention programs and leads the employee-run engagement committee.
- **Strategic Planning and Projects:** Participates in strategic planning and organizational development activities. Leads and manages HR projects, such as job description updates, performance appraisal improvements, and long-term staff planning.
- **Communication and Policy Development:** Communicates HR policies, procedures, and programs effectively to employees. Regularly updates the employee handbook and personnel-related policies to ensure they reflect current practices and legal requirements.
- **Budget and Administration:** Manages the HR department budget, monitors expenditure, and ensures financial goals are achieved. Develops and publishes the employee newsletter and maintains employee bulletin boards.
- **HR Systems and Metrics:** Oversees HRIS and data systems for efficient data management. Maintains HR metrics and analytics to support informed decision-making and strategic planning.
- **Offboarding and Safety:** Handles employee offboarding processes, including exit interviews. Ensures workplace safety and health compliance and organizes annual safety meetings.
- **HR Team Management:** Leads, mentors, and manages the HR team, ensuring effective performance and professional development. Coordinates team efforts to achieve departmental goals and supports the overall HR function.
- **Legal and Compliance Issues:** Collaborates with the General Manager and department heads to address policy violations and recommends corrective actions. Works with the club's attorney on legal matters related to employment issues, including EEOC concerns and harassment lawsuits.
- **Social Media and Employer Branding:** Develops and implements strategies to enhance the club's employer brand through social media and other digital platforms. Promotes the club as an attractive workplace for potential candidates and enhances the club's public image as an employer of choice.

#### **Payroll Manager + Benefits Administrator**

- Prepares and maintains payroll and related reports on a biweekly schedule. Reconciles payroll and manages time and attendance, leave, vacation, and sick leave records.
- Maintains accurate pay rate records, retirement contributions, and notifies terminated employees of COBRA rights.
- Assists staff with information on Paid Time Off, insurance, and 401(k) enrollment. Processes billings and maintains records for medical, dental, and group insurance coverage.
- Administers employee benefit programs, including disability, retirement, and unemployment plans. Reviews usage reports, negotiates with benefits providers at renewal, and ensures compliance with benefits legislation and industry standards.
- Provides guidance to employees on benefits policies and procedures. Acts as a liaison between benefits vendors and employees to resolve issues and ensure adherence to plan provisions.
- Manages online insurance plans, including eligibility and premium payment transmissions. Responds to unemployment claims, completes and reconciles required censuses, and conducts employee enrollment meetings.

- Ensures all benefits administration duties comply with Federal and State regulations.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Occasionally required to stand for long periods and walks, climbs stairs, balances, stoops, kneels, crouches, bends, stretches and twists or reaches.
- Must be able to reach, bend, stoop, stand, and lift up to 40 pounds.
- Continuous repetitive motions.
- Moderate noise level in the work environment (e.g. business office with computers, printers, copy and fax machines, moderate traffic).
- Must be able to handle hot and cold interior and outdoor conditions.
- Indoor and outdoor - ability to tolerate all seasonal weather conditions.
- Must be able to handle a fast-paced, high-end, sophisticated environment.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree in Human Resources or a related field, or equivalent experience. A master's degree is preferred. Minimum of five (5) years of Human Resource Professional experience required.
- PHR/ SPHR or SHRM-CP/SCP certification. Active affiliation with appropriate Human Resources networks and organizations involvement.
- Payroll experience required.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite and HRIS software.
- Country Club or Golf Club experience is a plus but not required.
- Flexible schedule including evenings, weekends, and holidays as needed.
- CPR/AED and/or First Aid Certification a plus.

Full-Time, Salaried Exempt

Starting salary range: \$85,000–\$95,000, negotiable based on experience.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

To apply or if you have any further questions, please contact the General Manager, Amanda Lucas via email: [amanda@debordieuclub.com](mailto:amanda@debordieuclub.com). Be sure to submit your resume to be considered for this opportunity!