



**Director of Human Resources  
Wyndemere Country Club  
Naples, Florida**

## **Overview**

An exciting opportunity is now available to become the Director of Human Resources at Wyndemere Country Club in Naples, Florida.

Wyndemere Country Club is a premier member-owned residential community recognized as a Platinum Club of America by the Club Leaders Forum. Located in the heart of Naples, Wyndemere boasts a 27-Hole Arthur Hills Golf Course, 10 Clay Tennis Courts, 7 Pickleball Courts, 4 Bocce Courts, a full croquet lawn, resort style pool, and a 20,000 square foot Spa & Wellness Center that opened in 2022. Two Restaurants including the recently constructed Tiebreaker complete this amazing campus.

The Director of Human Resources will be all about Wyndemere's people which consists of upwards of 140 employees in season. As an integral part of the Club's talented leadership team, this role will execute the Club's people strategy including talent acquisition, organizational development, employee recognition programs, employee engagement, compensation, benefits, and education.

We are looking for someone who not only understands HR and the administration side of that role, but also someone that can think out of the box and bring new and creative ideas to the operation. We want someone that is a relationship builder who is driven, visible, innovative, and has that hospitality spirit that is a necessity in our industry. This position will report directly to the CEO.

## **Essential Duties & Responsibilities**

- Responsible for the overall administration, coordination, and evaluation of the human resource function.
- Creates a strong interview process and protocols, trains managers in effective and appropriate interviewing techniques.
- Works with managers to ensure job descriptions are accurate, up-to-date, and clearly communicated to employees.
- Oversees the development and implementation of the employee orientation program and collaborates with managers to ensure effective training programs are used at the department level.
- Maintains a welcoming presence and open-door policy.
- Encourages employees to provide feedback and share concerns, acting on feedback in a timely manner.
- Coaches' managers on employee relations, motivation techniques, and job-related discipline.
- Drives employee engagement and appreciation efforts by creating and coordinating employee events and recognition programs.
- Develops and facilitates team education as needed.
- Drives effective employee communication.
- Ensures compliance with employment law, health, and safety procedures.
- Processes payroll and tracks paid benefits such as PTO and vacation.
- Acts as administrator for all employee benefits such as health, dental, vision, and 401k, etc. Coordinates benefits education meetings and open enrollments; assists employees in claims issues; and ensures compliance reporting.
- Remains current in compliance, trends, and improvements through seminars, webinars, and professional associations.
- Works closely with Assistant General Manager on H2B Program

### **Attributes & Qualifications**

- An outgoing, energetic, and friendly personality with the ability to work well with others.
- A person of exceptional character and integrity. Self-motivated and dedicated.
- Ability to work with a high level of confidentiality and professionalism.
- Spanish proficiency is not mandatory but a desired attribute.
- Excellent written and communication skills.
- Technologically savvy, highly computer literate, and comfortable with digital platforms.
- Ability to maintain calm and reason, be a good listener, and deal with interruptions and competing priorities throughout the day.

### **Education & Requirements**

- Bachelor's degree in HR or business-related field is preferred.
- SHRM-CP or SPHR/SHRM-SCP preferred.
- Three or more years' experience with a related title within the hospitality industry is preferred.
- Experience with H2B Program is desirable.

### **Salary & Benefits**

- A competitive salary and annual performance bonus
- Wyndemere Country Club offers an excellent benefits package, including medical, dental, vision, life, short/long term disability and 401k.

### **How to Apply**

Professionals who meet or exceed the criteria for this position are encouraged to send their current resume and cover letter to Mr. Ron Parris, CEO, [rparris@wyndemere.com](mailto:rparris@wyndemere.com)

Interviews will take place in early/mid-August with the selected candidate assuming their new role no later than October 1<sup>st</sup>.