



Human Resources Director

We believe people bring more than experience and achievement. This is why we value people who pride themselves on their ability to positively affect others. People who want to be part of a legacy. People who desire to create great experiences for others!

Colonial Country Club is an iconic, private club with a world-class golf course and host to the Charles Schwab Challenge PGA TOUR event. Currently, we are searching for a HR Director to oversee and administer HR programs; collaborate and support leadership in best practices and compliance; and continue our efforts in staff recognition and engagement.

Position responsibilities include (but certainly not limited to) oversight and development of HR activities such as administration of 401(k), benefits programs, worker's comp, unemployment, ACA, and bonus/incentive programs; development of department budget; developing and executing professional development training; and supervising HR staff. Effective communication and strong desire to achieve will be critical for the success of this position.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Preferred candidates will have a minimum of five years senior-level generalist HR experience with a minimum of three years leading and developing HR staff. Club or hospitality experience is preferred. SHRM and/or HRCI senior certification highly preferred.

Full benefits package available (see website for details). Salary is commensurate with experience.

This position operates as part of a dynamic leadership team and serves as a valuable resource. We are not just looking for experience. We're looking for commitment and curiosity. We're looking for initiative and integrity. We're looking for insight and impact.

Are you looking for us?

Interested candidates may send resume and contact information to:

Celeste Barber, HR Director
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