



**EXECUTIVE SEARCH –
POSITION TITLE: HUMAN RESOURCES / HR SPECIALIST**

**VAQUERO CLUB
WESTLAKE, TEXAS (DALLAS / FT WORTH - METRO AREA)
REPORTS TO: GENERAL MANAGER, CHIEF OPERATING OFFICER
<https://www.vaqueroclub.com/>**

Established in 2001, Vaquero occupies 525 acres of what was once the Hunt brothers' Circle T Ranch in Westlake, Texas. Discovery Land Company purchased the Ranch and developed it into an intimate, utterly private Club community.

The secluded property features rolling hills, a newly renovated and expanded 42,000 square-foot Club House, and a golf course designed by Tom Fazio. Vaquero is located 15 minutes from the Dallas/Fort Worth Airport and offers ample shopping and dining in the neighboring towns of Southlake, Trophy Club, and Roanoke.

For members, the Vaquero Clubhouse is a second home. This luxurious yet comfortable setting is where members live, work, and play. A member can work out in the morning, play golf, and enjoy lunch or dinner with family and friends. Vaquero offers members the ultimate lifestyle. Once a member enters the gates, the staff is present for everything a member or guest may need. The team is dedicated to helping members enjoy the things that truly matter, friends and family. The Vaquero Club offers a limited number of private Equity Golf and Social Memberships.

VAQUERO CLUB BY THE NUMBERS:

- 423 total member families
- Tom Fazio 18 Hole Championship Golf Course, PAR 71
- An Indoor Golf Teaching Center
- 3 - Dining areas: Clubhouse, Ranch House, and Pool Grill
- Men's Locker Room Lounge and Women's Locker Room Lounge
- 4 - Tennis Courts, and 3 -Pickleball Courts
- Swimming Pool, Youth Recreation, 2 - Event Lawns, and Kids Club
- Spa and Fitness Center
- Family events, fishing, paddleboats, or canoeing

- One formal dining room that seats - 60
- One lounge/bar to enjoy drinks and casual dining - 50
- 1 Ranch House that seats - 125
- 1 Clubhouse outdoor patio that seats - 60
- Two outdoor event lawns to host large events
- 4 Kitchens (Clubhouse, Ranch house, Pool Grill, and Vaqueroville)
- The Club is open six days per week, 12 months a year

POSITION SUMMARY:

- The **Human Resources Specialist / Personnel Director (HRPD)** is responsible for the overall administration, coordination, recruitment, training, and evaluation of the human resource function. Known to the team as the keeper and trainer of the Employee CORE values, positive culture, and winning team culture. The position reports directly to the General Manager. This position will be focused on building the employee and management team staff and a “winning service culture” through training, mentoring, coaching, supporting, and recruiting excellent candidates first and foremost. The position is not the role of the disciplinarian. The Human Resources Manager will not be a task-driven “keeper and enforcer of all rules” mindset. Instead, a supporting coach-trainer, peer executive team member that helps the Club’s leadership and all employees reach their quality service goals through training and development. The tasks listed below are expected of the **HRPD** but are not limited to the following:
 - Overall control of all HR / Personnel functions.
 - Formulate all HR training, systems, procedures, and strategies that support the Club’s mission, vision, goals, and the Vaquero brand.
 - Responsible for recruiting quality candidates that the executive department managers and supervisors will interview.
 - Develops all remuneration and reward programs/procedures in conjunction with the department managers and supervisors
 - Develops and implements the employee *Core Values and Goals Program* (develops, trains, coaches, implements, and manages).
 - Develops and implements a SMART (*Specific, Measurable, Achievable, Relevant, and Timely*) goal setting and review system.
 - Assists all managers in developing their departmental and individual performance goals
 - Oversees and implements recruiting standards and all retention goals.
 - Assists and leads the executive management annual review process.
 - Administrates and manages the Club’s wage and salary programs.
 - Manages and implements all employee and new staff seasonal orientation and training programs.
 - Reviews and approves management/employee communications, including mediating with the General Manager on employee disputes.
 - Leads all training and coaching of departmental managers on how to implement personnel policies and programs for success.
 - Manages and ensures compliance with employment law and record keeping.

- Develops, administers, and maintains the employee handbook, policies, and procedures for club employees (following the Club business protocols and operations). He/she also evaluates human resources processes and strategies to determine improvements, ensuring club processes are fair and respectful and help make the Club a great place to work for all club employees.
- Maintains knowledge of industry trends and employment legislation to ensure the Club's compliance.
- Supports club employees by providing human resource advice, counsel, coaching, and decisions by analyzing information and applications.
- Coaches and assist managers in employee engagement, staff issues resolution, and performance improvement planning.
- Serves as a member of the Employee Executive Committee and conducts different employee events throughout the year for high employee morale (a minimum of 1 per month or 12 times a year).
- Works with the CFO on payroll activity for bi-weekly and special pay; maintains payroll reports and files.
- Performs monthly payroll audits and regulatory compliance for payroll, workers' compensation, and benefits administration as instructed and needed by the CFO and General Manager.
- Acts as a benefits administrator for health and life insurance and 401(k) retirement account; coordinates benefits education meetings and open enrollments; assists employees in claims issues; and ensures compliance reporting.
- Implements and develops internal employee recognition and retention programs.
- Composes and revises job descriptions to remain current with industry and competitive trends and compliance with FLSA and DOL requirements.
- Responsible for ensuring all management compliance through training seminars, webinars, and professional associations.
- Prepares job postings; recommends posting sites; assists in phone screenings and interviews; prepares employment agreement letters, presents all employment agreements, performs all onboardings with the departmental manager.
- Is the responsible party for all employee records and documentation.
- Manages and ensures compliance with all State and Federal OSHA, Affordable Care Act (ACA), unemployment, and workers' compensation.
- Participates in all management and staff meetings as required.
- Is required to adhere to the Vaquero Club mission to ensure that the highest level of service is offered to The Vaquero Club members by providing members with personal, gracious, and professional service at all times.

ESSENTIAL RESPONSIBILITIES:

- Manages the Club's personnel program; assists in the development/implementation of applicable policies and procedures; processes various labor staffing reports. The General Manager will approve all policies before being implemented or enforced.
- Continually reviews and assists in updating the employee handbook and personnel-related policies.

- Advises and coaches departmental managers about discipline/discharge and related matters.
- Creates and maintains organizational charts.
- Compiles and adheres to departmental budget; takes corrective actions to help assure those budget goals are met.
- Oversees all work-related injury claims to ensure integrity, ongoing case management, and reporting compliance.
- Recruitment:
 - Develops and places ads on newspapers, social media websites, or the Internet. Contacts the Texas Employment Commission (T.E.C). or an independent employment agency to fill available positions.
- Selection:
 - Evaluates all employment applications
 - Conducts preliminary interview
 - Verifies applicants' references
 - Makes hiring recommendations
 - Coaches and trains all executive and departmental management on the proper selections when appropriate
- Orientation:
 - Oversees new employees by filling out necessary employment forms
 - Requests and confirms valid identification confirming employment eligibility
 - Conducts new employee orientation providing the new employee with Employee Handbook and other pertinent information
 - Maintains employee personnel records
- Directs the processing of personnel status changes. (Admission of new employees; status changes such as transfers, promotions, salary adjustments, and demission of resigned and terminated employees).
- Periodically meet with Department managers to discuss changes in specific duties of employees.
- Make changes to all job descriptions and seek the General Manager's approval before implementing.
- Plans, organize, and coordinates training programs:
 - Develop and implement safety at work programs to promote the health and welfare of employees
 - Implement and execute employee safety training both in English and Spanish
 - Informs Department managers of training aids available for their specific needs.
 - Order's training aids as needed
 - Assist in conducting various training programs
- Responsible for T.E.C. and Workers' Compensation correspondence:
 - Receive and respond to all claims filed with the Texas Employment Commission for unemployment compensation of terminated employees
 - Respond to all workers' compensation claims filed and do follow-up and research on each case
- Maintains and revises Employee Handbook:
 - Update's information in the previous handbook
 - Informs management of changes in employment law to be incorporated into the handbook

- Distributes to all employees and collects signed sheet to confirm that employee has received the handbook
- Plan and implement a system of Employee Evaluation:
 - Ensure that Department managers are aware of the evaluation date by sending out notices and verifying completed reviews on a timely basis
 - Distribute necessary forms for evaluations
 - Attend evaluation sessions when requested
- Miscellaneous:
 - Maintain Vaquero employee photos on Vaquero APP and website
 - Orders name tags for all employees
 - Assigns employee lockers when available
 - Maintains inventory on first aid kits
 - Assist the Accounting Office with special projects concerning payroll, health insurance, and retirement
- Performs other related duties as requested by the General Manager

CANDIDATE QUALIFICATIONS AND CORE COMPETENCIES:

- Ability to keep the information confidential
- Must possess an outgoing personality
- Must have a positive, friendly, coaching, caring, and training leadership style
- Must maintain honesty and integrity
- Must be professional, courteous, and discreet at all times
- Must support all peer Club Executives and work in a team-centered, winning environment
- Must treat others with kindness and respect
- Ability to effectively communicate policies and programs professionally to the employees and executives, and managers
- Good communication skills, oral and written
- Good organizational skills
- Knowledge of the Hospitality Industry
- Spanish bilingual (helpful and a plus, not required)
- Knowledge of Employment Law, Workers' Comp., and OSHA standards
- Fully proficient with Office MS 365 – Outlook Exchange, Word, Teams, One Drive, PowerPoint, and Excel
- Knowledge of payroll and HR software in the industry today

EDUCATION, EXPERIENCE, AND ADDITIONAL QUALIFICATIONS

- A four-year bachelor's degree in the related field is required for all applicants.
- Minimum of 5 years experience serving as an HR Director position in the hospitality industry. Experience at a private club, or resort/hotel, is preferred.
- Membership participation in human resource professional associations is a plus.
- SHRM Certified is a plus.

SALARY AND BENEFITS

- This is a full-time salaried position with a complete benefits package
- Performance bonus
- Paid time off
- Health, Dental, and Vision Insurance per Vaquero Employee Benefits Package
- Health Savings Account
- Long-term and short-term disability
- 401k plan
- Salary will be commensurate with qualifications and experience

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

Note: The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with the subject line: **Human Resources / HR Specialist (HRPD)**, Vaquero Club, Westlake, Texas.

If sending via regular mail, please mark – **Human Resources / HR Specialist (HRPD)**, Vaquero Club, Westlake, Texas – on the outside of your envelope. Thank you.

CONTACT INFORMATION, WHERE TO SEND ALL DOCUMENTS

Robert Jones, CCM, CEC, President, GSI Ethos: rjones@ethosclubandleisure.com
GSI Executive Search
5429 LBJ Freeway, Suite 400
Dallas, Texas 75240
Office: 972-341-8143
www.gsiexecutivesearch.com