



Candidate Profile

Director of Human Resources
Westchester Country Club
Rye, NY 10580
<https://www.wccclub.org>



Organization

John McEntee Bowman, founder of Westchester Country Club, was a self-made man from Toronto and came to New York when he was seventeen. He began his career as a groom in a stable and worked his way up to eventually own the Biltmore Hotel group, one of the most exclusive and largest hotel chains in the world at that time.

Mr. Bowman had a vision:

Members would live in the hotel and in homes on the grounds. The Club staff would take care of all services, both in the hotel and in the homes. Meals would be delivered to the homes from the hotel kitchen. Maids and gardeners would be called in from the hotel to attend to all the members' needs. A large garage with a platoon of mechanics would service the cars of the members.

As for sporting facilities, the Club would offer the finest in golf, tennis, polo, horseback riding, swimming, boating, squash, tobogganing, skating, shooting, skiing...everything. It was going to be the most beautiful, most luxurious hotel-club-community anywhere. And, of course, no expense was to be spared.

Walter J. Travis, the great Australian and American golf champion turned golf architect laid out the two 18-hole golf courses. The courses were built by the Philadelphia-based architectural firm Toomey and Flynn who built the modern course at Shinnecock Hills toward the end of the same decade. The Club joined the USGA on Jan. 13, 1922, four months before the courses opened for play.

On May 15, 1922, John McEntee Bowman formally opened the Westchester-Biltmore Country Club. Almost 1,500 members joined, paying an initiation fee of \$25. Gage I. Tarbell was named President and E.D. Miller Secretary-Treasurer.

The Beach Club opening took place two weeks later when the large casino with a fine dance floor and handsome furnishings were unveiled. The total cost exceeded \$6,000,000, but the facilities were unequalled anywhere in the world. In addition to 45 holes of golf and the aforementioned facilities at the beach, there was a brokerage office in the clubhouse, three polo fields (now the driving range); he constructed a separate short game area near the par-3 course, a bridle path, a track for horse racing, and fifteen tennis courts, including five superb grass courts.

Ben Hogan played his final competitive round at the Classic on July 5, 1970. The event morphed again and was re-named the Westchester Buick Classic and later, The Barclays. These events were considered "tune-ups" for the U.S. Open with hard, fast greens, tight fairways, and high rough. But members and pros alike enjoy the course for its beautiful landscaping, premier conditioning, and perpetual challenge.

The PGA returned to Westchester Country Club in August 2011 with the final Senior Major of the year, the Senior Players Championship, as well as in 2015 the KPMG Women's PGA Championship. In 2021, the Club hosted the U.S. Women's Amateur.

An important part of John Bowman's vision of the Westchester Biltmore was the 62-acre Beach Club on Manursing Island in Rye, N.Y. On June 10, 1922, the Beach Club grand opening gala opened to a 25-piece orchestra playing for a formal fashion show. At its inception, Beach Club facilities included a one million

gallon saltwater pool, 1,000 feet of beach on Long Island Sound, eight hundred bathhouses, tennis and handball courts, a seven-acre, man-made lagoon for swimming/canoeing, and parking for seven hundred cars.

Perhaps the most notable feature of the Beach Club is the Club's aquatics area. This facility boasts a secured area and a large wading pool for small children and their families. The Main Pool was the largest pool in Westchester County when built and is rumored to still hold the record today. At a capacity of roughly one million gallons, the saltwater main pool receives its water directly from Long Island Sound. It also features diving and a two-story slide.

Today, the Westchester Country Club is an exclusive family-oriented ranked 25th of 4,000 private Clubs in the United States and maintains its status as a "Platinum Club."

Club members enjoy world-class facilities including the two championship Golf Courses, a Beach Club on Long Island Sound, and comprehensive tennis and squash facilities amongst other specialized amenities.

The main eight-story clubhouse features approximately 55 member apartments and 70 luxury suites and guest rooms. There are three dining rooms, two large banquet rooms, conference facilities, outdoor terrace dining, and two golf course snack bars open during the season. The Sports House is a separate member facility connected to the main clubhouse. In this area, members enjoy three dining areas featuring Contemporary Club and Global Cuisine. The Golf Shop, member locker rooms, Barber Shop, pool, and fitness facility are also located in this building.

Please click below for a short video presentation:

[Westchester CC Director of HR Video Presentation](#)

Pertinent Westchester Country Club Data

Westchester Country Club has one of the largest operating budgets for a member-owned club in the northeast exceeding \$44 million. Dues income contributes to over \$15 million with annual Food and Beverage revenues exceeding \$12 million.

There are over 1,600 members in various categories. The membership is extremely passionate about the Club and its success. It is truly a second, and first home, to many members.

Full-time staff in season exceeds over 700 with over 250 in the off-season.

Initiation fees for a regular member are \$150,000. The average age of members is approximately 58 years of age and trending lower.

There are close to 50,000 rounds of golf played annually on the Club's two courses and 9-hole executive course.

Executive Search Consultant and Principal Manny Gugliuzza will share confidential additional information with seriously qualified candidates. This is a truly unique opportunity to work at a special one-of-a-kind property.

Position Overview

The successful Director of Human Resources at the Westchester Country Club will need to be a visible, hands-on, and accessible leader who is responsible for the overall administration, coordination, and evaluation of the Human Resource Function. The position reports to The Executive Director/Chief Operating Officer and will work closely with the appropriate Board of Directors. The Director of HR is a highly visible role and is responsible for aligning operational strategies and service initiatives to meet the club's objectives. The HR function prides itself on excellence, service, integrity, and accountability.

The Director of Human Resources duties include but are not limited to:

- Responsible for the overall administration, coordination, and evaluation of the human resource function.
- Overall control of all HR functions.
- Formulating personnel systems and strategies appropriate to the Club's mission and goals.
- Recruiting staff to ensure suitability for interview by department leaders.
- Developing remuneration and reward procedures in conjunction with department leaders.

- Keeping the Executive Director/COO informed on personnel and employee-relations policies, as needed, to preserve and facilitate Club strategy.
- Improving management/employee communications, including mediating disputes, and advising line managers on how to implement personnel policies.
- Ensuring compliance with employment law.
- Ensuring that health and safety procedures are adequate.
- Establishing and documenting an on-boarding program.
- Develops training plans in conjunction with each of the department managers.
- Develops, administers, and maintains handbook, policies, and procedures for Club employees following business protocols and operations. Evaluates human resources processes and strategies to determine improvements, ensuring processes are fair and respectful, and helps 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.
- Assists managers in developing their departmental and individual performance goals for employee development initiatives.
- Oversees and implements recruiting standards and retention goals.
- Assists executive management in the annual review, preparation, and administration of the Club wage and salary programs.
- Develops and administers effective training programs and re-develops existing and new staff seasonal orientation.
- Supports Club employees by providing human resource advice, counsel, and decisions by analyzing information and applications.
- Assists managers in employee engagement, staff issues resolution, and performance improvement planning.
- 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 accounts; coordinates benefits education meetings and open enrollments; assists employees in claims issues; and ensures compliance reporting.
- Implements and develops an internal employee recognition program.
- Organizes employee activities such as holiday and summer parties, employee golf outings, management retreats and/or dinners, employee recognition functions, and other outings as appropriate.
- Composes and revises job descriptions to remain current with industry and competitive trends, as well as compliance with FLSA and DOL requirements.
- Develops and maintains a library of training resources specifically designed for each position.
- Remains current in compliance, trends, and improvements through seminars, webinars, and professional associations.
- Prepares job postings, recommends posting sites, assists in phone screenings and interviews, prepares offer letters, performs onboardings, and presents employment agreements while simultaneously owning the management of all employee lifecycle components, including recruiting, onboarding, transfers, offboarding, leave management, progressive discipline, maintaining employee files and more.
- Administers the Club's formal labor relations program with unionized employees.
- Benchmarks the Club's employment recruitment and selection processes with others in the industry and explores new strategies as appropriate.
- Creates and maintains organizational charts.
- 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.
- Ability to work with a high level of confidentiality.
- Ensures state and federal compliance with OSHA, ACA, unemployment, and workers' compensation.

Attributes and Responsibilities

- An outgoing and friendly personality with a high potential to identify with and embrace the Club's unique culture.
- A person of exceptional character; self-motivated, and dedicated to the profession.
- Leadership skills with the ability to motivate a veteran staff with a commitment to quality and excellence.
- Highly energetic; a self-starter with a "hands-on" approach to management.
- Excellent written and communication skills at all levels.
- A strong sense of service with proven staff development and training skills.
- High energy with a good sense of humor and the ability to have fun.
- Flexibility - the ability to work in a fast-changing work environment; open to new ideas to adapt to changing requirements and multiple priorities.

Requirements

- Bachelor's degree in the related field and hospitality experience that provides the required skills and knowledge.
- Five to seven years minimum experience as Director of Human Resources in a similar position at a club or within a hospitality-based hotel/resort or high-end operation. Working within a committee structure is helpful.
- Degree or certification in Human Resources required.
- Membership participation and certification in human resource professional associations (SHRM) are required.
- Fluency in English and Spanish is highly desirable as well as familiarity with working and negotiating labor contracts in a union environment.
- Experience with immigration visas is desirable.
- Must possess strong business acumen and strong planning and operational skills in operating one of the largest, most complex multi-faceted country clubs in the northeast with nearly 700 staff in season and an operating budget of over \$44 million.
- A strong history of a verifiable career path is required as well as strong training programs and culture for excellence for high service standards.
- A career path marked with stability and professional achievement.
- The professional will be a lifelong learner continuing research and understanding industry trends. The individual shall be obsessed with high levels of detail and continual improvement in all facets of daily operation.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation & Benefits

- Competitive compensation/salary and an excellent annual performance bonus and benefits package commensurate with qualifications and experience.
- Medical, Dental, Life Insurance, and Paid Vacation.
- Participation in the Club's 401(k) plan with club match.
- Professional dues and CMAA expenses along with other exceptional professional benefits.
- Relocation assistance, if required.

To be considered for this outstanding once-in-a-lifetime opportunity all cover letters and resumes should be received as quickly as possible.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to the Executive Director/Chief Operating Officer Marc Possidento outlining their qualifications, experience, interests, and why the Westchester Country Club and Westchester County will be beneficial for you, your family, and your career along with their resume to:

GSI Executive Search
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Principal and Search Consultant
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This position is available immediately.

