



ROUND HILL CLUB

Communications Manager and Personnel Administrator

Round Hill Club (RHC), established in 1922, is a private country club located in Greenwich, Connecticut. It is recognized as one of the most prestigious private Clubs in the Northeast and has approximately 600 members of varying member classifications. The Club's facilities include an historic Clubhouse that offers several dining and banquet areas, swimming pool and snack bar, an 18-hole golf course with a driving range, which also serves as the Club's winter shooting sports program. The Club also has an active tennis playing community with eight tennis courts, eight pickleball courts and four platform tennis courts. The Indoor Racquets Facility includes two indoor tennis courts, four squash courts and a 2,500 square foot fitness facility.

The RHC seeks a personable, detail-oriented Communications Manager and Personnel Administrator to oversee the Club's communications and marketing program and perform administrative tasks for the Club's personnel functions and the Round Hill Scholarship Foundation. This is an integral part of the Round Hill Club management team.

This majority of time spent in this position, approximately 60%, is dedicated to the member communications aspect of the job. The Club maintains a comprehensive and recently re-designed website, mobile app and other digital means of communications with its membership. Additionally, flyers, invitations and other desktop publishing outputs are used to promote events and the Club brand. A digital newsletter is published quarterly. The Club uses private social media accounts, which are managed by the individual department heads.

Personnel administration takes approximately 35% of the time allotted for the position. This is not a traditional human resources responsibility. It is a purely administrative function of the job and involves on-boarding new employees, maintaining employee personnel files along with related paperwork and the administration of the various Club benefits. The Club's Department Heads and General Manager are responsible for all human resources tasks outside of record keeping and benefits administration. This portion of the job fosters interaction with employees to introduce new employees to the Club, conduct benefits orientations for eligible staff and act as a resource for benefits information.

The last component of the position comprises administration of the Round Hill Foundation, which accounts for approximately 5% of the time. The Foundation supports the educational needs of the employees and families of the Round Hill Club and scholarships are offered each August, which is when the administration tasks for this aspect of the job takes place – promoting and administering this wonderful employee benefit.

The successful candidate will be a highly organized individual who is able to work independently to meet a variety of time deadlines. This position interacts with the various fellow department heads and Committee Chairs of the Club to promote events and communicate with the different constituencies within the membership. This position also works with the Club's Department Heads to coordinate employee record keeping requirements. The RHC employs a loyal, professional and accomplished management team and wishes to complement the excellent group already in place. The working environment of the organization is one of professionalism and respect and the RHC prides itself on the extremely close and positive relationships it maintains with its staff.

Essential Job Tasks

Member Communications

1. Works directly with the General Manager and Communications Committee to help oversee the Club's overall communications strategy.
2. Manages, updates and maintains the Club's website according to Club standards and timelines. Builds archives within the website for the storage of electronic materials.
3. Oversees and administers the Club's mobile app.
4. Creates regular reports for the Communications Committee regarding website and mobile app statistics.
5. Creates, coordinates, edits and distributes the Club's quarterly digital newsletter.
6. Creates, coordinates, edits and distributes weekly emails to the membership.

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7. Works with the Entertainment Committee Chairs and Assistant General Manager in the creation of all event flyers and invitations. Markets these materials according to an established event communications schedule.
8. Ensures that all marketing and collateral materials produced are professionally presented, free from grammatical errors and pleasing to the eye.
9. Uses Canva, Adobe, Publisher and other desk top tools to produce communications materials.
10. Ensures that Club branding is consistent across all mediums and that all materials conform to the Club's Style Guide.
11. *Maintains the Club's online picture gallery and keep updated with current scenes from a variety of activities across the departments.*
12. Proofs and reviews materials produced in-house and with outside production.
13. Produces annual Board schedule and Board and Committee listing.
14. Updates and coordinates the printing and distribution of the Club yearbook.
15. Administers the monthly Board of Directors' meeting information books. Sends meeting reminders and report requests, establishes the table of contents, gathers the appropriate reports from Directors and applicable department heads and presents the book to the General Manager for review and ultimate distribution to the Directors.
16. Administers the Club's Annual Meeting. Creates and sends invitations as well as the digital notice and proxy.
17. Creates presentation materials for the annual New Directors' Orientation.

Personnel Administration

1. Maintains accurate and organized personnel files to include new hire paperwork, performance reviews, termination records, sick pay and benefits information according to established Club procedures.
2. Receives new employee paperwork from department heads, conducts background and social security checks and completes other necessary correspondence and forms.
3. Ensures 60 days reviews are completed by Department Heads and appropriate paperwork is completed before new hires are granted access to the employee benefits program.
4. Maintains OSHA-related logs and reports as required.
5. Performs administrative functions for the Club's group insurance, long term disability and related benefits programs and communicates benefits information to staff as necessary.
6. Administers the 401(k) plan, communicates appropriate information to employees and keeps the plan's enrollees up to date.
7. Conducts benefits orientations for eligible employees.
8. Organizes the spring and fall employee recognition functions, flu shots, health insurances seminars, annual employee benefits meeting and other employee gatherings.
9. Works with the payroll clerk to assure that all required payroll and benefits forms are completed.
10. Maintains the utmost in confidentiality with all personnel matters.

11. Oversees the administration of work-related injury claims.
12. Maintains employee bulletin boards in the staff dining room and ensures that all required personnel related postings are present throughout the Club.
13. Coordinates with Department Heads to ensure sexual harassment prevention training is completed.

Round Hill Foundation Administration

1. Announces the annual Scholarship awards program to the staff.
2. Updates, distributes and receives the electronic applications.
3. Organizes and creates individual candidate profiles and compiles a candidate package, including transcript, and tuition bill, for distribution to the Committee.
4. Prepares a summary worksheet for the Committee showing fund balance, candidate and college names.

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5. Serves as a member of the Scholarship Committee and meets with the group to review scholarship applicants for awarding scholarships.
6. Sends awards notices to successful candidates, issues check requests for funding and mails awards directly to the school with a cover letter.
7. Tracks funding requirements for second semester and repeats the awards issuance procedure.
8. Prepares a report of award winners for the September Board Book.

Candidate Qualifications:

Associates or bachelor's degree required. Extensive computer experience required including but not limited to Word, Excel, Outlook. Experience with Jonas or Clubessential software and websites is a plus, as is familiarity with Canva, Adobe, Publisher and Google Analytics. Experience in website design and maintenance is helpful but can train. Previous experience in the design and production of newsletters, flyers, publications, advertising, presentations, and business identity materials is required.

Must be personable, energetic, detail oriented and have the ability to maintain confidentiality with sensitive personnel information. Strong administrative skills are needed to perform this job. Outstanding interpersonal skills are required in order to interact professionally and effectively with members and staff and have the ability to express ideas clearly and precisely in oral and written forms.

Compensation and Benefits:

Open and commensurate with qualifications and experience. The RHC offers a competitive compensation and an extensive benefits and continuing education package.

Please e-mail resume to: Brian G. Walshe, CCM, CCE, General Manager/COO at brian@rhclub.org.

We thank all candidates for their interest; however, only candidates chosen for interviews will be contacted.