

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

DIRECTOR OF SECURITY PROFILE: BROOK HOLLOW GOLF CLUB DALLAS, TX

BROOK HOLLOW GOLF CLUB

Established in 1920, Brook Hollow enjoys a strong reputation as one of Dallas' most historic and exclusive private golf clubs. The origins of the golf course go back to when Dallas businessman Cameron Buxton asked his friend A.W. Tillinghast to find a location for a golf course in the Dallas area. Tillinghast chose a then rural setting beside a branch of the Trinity River west of Dallas. At the time, the course was built on open and rolling farmland that is now surrounded by commercial properties due to the outward development of the metropolitan area. Brook Hollow remains a stately and peaceful oasis; a refuge for its members among the hustle and bustle of the city.

Brook Hollow's A.W. Tillinghast-designed golf course has hosted championships of significance over nine decades. The challenging golf course layout features tree-lined Bermuda fairways, bent greens, and a seventh hole that Ben Hogan rated as his favorite number 7 in the country. It is one of the few clubs that does not take tee times due to the small size of its membership. Six professionals are on staff to serve the membership. First and foremost, Brook Hollow is a golf club, and despite all of its other world class amenities, golf is of foremost importance to its members.

World-class facilities include a sports complex for tennis, wellness and swimming, and a famed ballroom in which are presented some of Dallas' most memorable and fashionable social events. During the past twenty years, Brook Hollow has renovated or replaced substantially all of its facilities.

Tennis is a thriving program at the Club, with a total of seventeen courts including four indoor, two outdoor clay, and the remainder recently-constructed post-tension concrete. There are active programs for men, women, couples, and juniors, with many teams competing with other local clubs. Five professionals are available for instruction.

The recently-constructed Wellness Center and Aquatics Center have further enhanced the overall member experience by providing family-oriented spaces such as a game room and outdoor basketball court, along with childcare services. The Wellness Center is a 3,600 square foot (excluding locker rooms and massage rooms), state of the art facility with 12 cardio/resistance machines and other workout equipment, along with an exercise studio which offers cycling, yoga, Pilates and other classes. Seven certified instructors are available by appointment for the members, and massage therapy is offered as well. The resort-style aquatics complex features a heated six-lane lap pool, two leisure pools, a slide pool, and tot wading pool, all of which are heavily-used from Memorial Day through Labor Day. Located on the first floor of the Wellness Center is the Brook Grill, a dining facility separate from the main clubhouse, which has indoor seating for 36 and outdoor seating for 60.

Brook Hollow offers formal and casual dining facilities featuring superlative cuisine. The food and beverage program is one of the Club's greatest strengths, in large part due to the outstanding, and well-deserved, reputation of Chef David Sokol and his staff. This culinary group has long been recognized for its food quality, presentation and consistency and because of this, Brook Hollow is one of the most sought-after venues for weddings, debutante balls and other high-end social events in Dallas. *D Magazine* recently cited Brook Hollow as the "most prestigious club in Dallas," a testament not only to the food, but to the service and programs provided by the dedicated and hard-working staff.

Membership at Brook Hollow is limited and selective, and the demand for membership is at an all-time high, requiring a wait of 8-10 years to become a social member and nearly twenty years more to have full membership privileges. As the Club nears its centennial year in 2020, the future looks very promising.

BROOK HOLLOW BY THE NUMBERS:

- 1,149 Members including 654 voting members, 184 social members and 311 in other membership categories
- \$16.9M Gross volume
- 225 Employees (FTE) in season; 60 in off season

BROOK HOLLOW WEBSITE: www.brookhollowgc.org

DIRECTOR OF SECURITY JOB DESCRIPTION

As Director of Security, you are responsible to protect and safeguard all Club Members, Guests, Employees, their belongings and all Club assets, ensuring that the Club properties are adequately secured at, all times. This shall be done with a hospitality orientation while partnering effectively with law enforcement entities. You will be responsible for the management of the security program and leadership of the security staff.

Duties and Responsibilities:

- Direct and coordinate the activities of all security personnel.
- Ensure that all security staff provides services to members and employees that are above and beyond for customer satisfaction.
- Ensure the safety and security of members, guest, employees, visitors and contractors.
- Responsible to manage all safety and security; Fire and Club safety standards
- Coordinate with all department heads to ensure Club employees are adhering to established security procedures.
- Responsible for preparing daily incident reports, security officer schedules compliance with all security standards and preventative measures. Ensure that all incidents are investigated and properly recorded.
- Record and notify all risks, deviations from Club safety standards and incidents.
- Track departmental safety record and document medically treated and non-treated injuries.
- Oversee and guide the efforts of the Safety Committee.
- Oversee first aid program for employees, members and guests.
- Oversee the claims process and protect company assets by closely monitoring the General Liability and Worker's Compensation cases.
- Assign duties and schedule staff for balancing needs of the Club.
- Monitor staff activity and coach subordinate performance.
- Watch for suspicious persons entering, exiting or loitering around the Club's public or guest areas.
- Follows up on all unusual activities in and around the property that would impair the well-being of members, guests and employees.
- Monitor and follow proper key control guidelines in loss prevention and Club property.
- Conduct investigations and compile reports on a timely manner for any theft, loss, accidents or any aspect that risk the safety of the Club.
- Handle complaints and resolve conflicts.
- Develop and maintain a monthly checklist for all CCTV equipment, and alarmed doors, to ensure that they are fully functional.
- Conduct regular mock fire evacuation drill as per the Clubs emergencies standards.
- Develop and advise key personnel of emergency procedures.
- Implement action plans to monitor and control risk.
- Establish crisis management and contingency planning.
- Conduct regular walk through rounds for observing the entire Club.
- Supervision of all Security Personnel and giving clear direction on all security related aspects.
- Coordinate with external police authorities (DPD) in the investigation and handling of crimes, accidents, involving the Club, its employees and/or guests
- Perform all tasks consistently in line with the Club standards and adhere to all legal and statutory requirements.
- Interview, select, review and train new security officers according to Club standards.
- Security personnel to be available 24 hours a day for emergencies within the Club property.

Fluency in English in both written and spoken capacities and the capability to follow safety and security rules and procedures without compromises at all times is essential.

EDUCATION

A Bachelor's Degree from an accredited University in Criminal Justice or related major is preferred.

EXPERIENCE

Prefer at least 5 years of experience in Federal Government, Corporate Security, Law Enforcement, or Military and has worked in a hospitality environment. Proficiency in Computers, CCTV, Fire and Safety systems is highly desired.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Preparing a thoughtful letter of interest and alignment with the above-noted expectations and requirements is necessary. Your letter should be addressed to Mr. Chris Bonvie, General Manager and clearly articulate why you should be considered for this position.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Nan Fisher: nan@kkandw.com

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