



RWANDA ULTIMATE GOLF COURSE LTD

COMPANY CODE: 109031590

Rwanda Ultimate Golf Course Ltd

Job Description

Title : **Ball Boy**

Department : Health Club

Reports to : Health Club Manager

Job Description

Rwanda Ultimate Golf Course is a private company created to position Rwanda as the best golfing destination in Africa and one of the greatest in the world. The first project of Rwanda Ultimate Golf Course, in order to reach this goal, is the Kigali Golf Resort & Villas. The golf course is a real estate masterpiece designed by the worldwide famous Gary Player. The facility will also include a five-star Clubhouse and other amenities.

Position Summary

The Ball Boy is responsible for supporting daily tennis court operations by maintaining court readiness, retrieving tennis balls during matches and training sessions, assisting players and coaches, and ensuring a clean, safe, and organized playing environment. The role contributes to efficient match flow, improved responsiveness, and excellent member service.

Key Duties and Responsibilities

- Retrieve and distribute tennis balls during matches, tournaments, and training sessions.
- Support smooth match flow by ensuring an adequate supply of tennis balls at all times.
- Prepare tennis courts before activities, including court setup and arrangement of required equipment.
- Ensure courts remain clean, safe, and free from obstacles or debris.
- Assist coaches during academy training sessions and tennis programs.
- Support members and guests with basic requests related to tennis activities.



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- Assist in setting up and dismantling equipment for tournaments, events, and training sessions.
 - Maintain tennis equipment, including ball baskets, nets, scoreboards, and related materials.
 - Report damaged equipment, safety concerns, or operational issues to the supervisor.
 - Ensure adequate stock and proper storage of tennis balls and court equipment.
 - Observe and follow all health, safety, and operational procedures.
 - Support special tennis events, tournaments, and promotional activities organized by the Club.
 - Perform any other duties assigned by the Tennis Coach or Management.

Qualifications and Requirements

- Minimum of Secondary School Certificate (A2).
- Previous experience in sports, hospitality, customer service, or tennis operations is an added advantage.
- Basic knowledge of tennis is desirable.
- Physically fit and able to stand, walk, run, and work outdoors for extended periods.
- Ability to work flexible hours, including weekends, public holidays, and evenings.

Knowledge, Skills and Competencies

- Good communication and interpersonal skills.
- Customer service orientation.
- Teamwork and cooperation.
- Reliability and punctuality.
- Attention to detail.
- Ability to follow instructions.
- Professional appearance and conduct.
- Physical stamina and agility.

Key Performance Indicators (KPIs)

- Court readiness and setup compliance.
- Timely support during matches and training sessions.
- Member and guest satisfaction.
- Proper maintenance of tennis equipment.
- Compliance with safety and operational standards.



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Required documents:

- A detailed CV with 3 contacts of professional referees.
- A one-page cover letter with a motivation statement in relation to the responsibilities and requirements for this position.
- Copies of academic degree, professional training certificates, and other relevant training certificates.
- A copy of your national ID

How to Apply

- The deadline for submitting applications is **Monday, August 24, 2026, at 17:00** hrs Kigali time.
- All applicants must send their zipped documents to hr@kigaligolf.rw with the subject line "**Ball Boy.**"
- Only selected candidates will be contacted for an interview.